

# Courtney Brewer

Creating Visual Narratives

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## Professional Summary

Project, Production, & Operations Coordinator with 5+ years of experience supporting complex, multi-stakeholder creative and technical operations within themed entertainment, visual effects post-production, and high-volume guest environments. Known for proactively identifying risks, ensuring clarity across teams, and enabling smooth and on-schedule execution in fast-paced, multi-large budget project environments, while upholding safety, quality, and operational standards. Currently expanding themed entertainment expertise through UCF's Themed Experience M.S. program.

## Technical & Creative Skills

### Project Coordination & Documentation

Project documentation & correspondence | Meeting minutes & action item tracking | Schedule & deliverable tracking | Workflow & process documentation | Scope change awareness | Cross-functional team coordination | Stakeholder communication | Resource & labor tracking support | Risk identification & escalation

### Operations & Environment

Compliance with procedures | High-volume operational environments | Process improvement mindset | Detail-oriented execution

### Software

Microsoft Office Suite | Google Workspace | Adobe Photoshop | Procreate | Autodesk Maya | SketchUp | Various Tracking Software

## Professional Experience

### The Companies of Nassal – Project Engineer, Orlando, FL | March 2026 - Present

- Maintains contract with more complex subcontracted scopes and subcontract administration, including defining work scope, answering inquiries, and monitoring progress.
- Reviews and understands broader contract obligations as per the responsible project and work scopes. Assists site manager in project start-up activities.
- Manages change order process, including pricing, negotiating, processing, and assessing cost and schedule impact before reviewing with project manager.
- Consults with designers/engineers when reviewing drawings and suggests value-added or alternative construction methods or materials.
- Collaborates with project manager to create and issue client requested packages and subcontracts on more complex scopes and monitor their progress.
- Assists the project team lead in monitoring the design team for timely response to the submittal schedule.
- Participates in reviews of subcontractors' submittals for compliance with scope, design documentation, and coordination with other disciplines against the design documentation prior to forwarding to the design team for their review.
- Project Management Software Champion for the district

### Crafty Apes VFX — Global Animation Production Manager, Remote | April 2022 – February 2026

- Manage execution of multiple concurrent projects across 7 global offices.

- Lead recurring project meetings; prepare meeting notes, track action items, and distribute status updates to maintain alignment across teams.
- Develop and maintain project tracking systems and deliverable logs, ensuring clear visibility of task status, priorities, and accountability.
- Review project scopes, bid hours, and resource requirements to support labor tracking and schedule planning in coordination with producers.
- Maintain internal documentation of workflows and procedures to promote consistency, quality control, and knowledge sharing across teams.

#### **Walt Disney World — Auto Plaza Coordinator, Lake Buena Vista, FL | June 2024 – Jan 2025**

- Coordinated daily operations and staffing in a high-volume, safety-critical environment with strong emphasis on procedural compliance.
- Conducted routine safety inspections, identified hazards, and escalated corrective actions in coordination with leadership and maintenance teams.
- Assisted in resolving operational disruptions while maintaining throughput, safety, and service standards.

#### **KNB Solutions Group — Project Coordinator/Executive Assistant (Temp. Freelance), Remote | Mar – May 2024**

- Organized meetings, interviews, and focus groups; maintained calendars and ensured timely communication of project information.
- Assisted in preparing proposals, presentations, and planning materials in response to RFPs and client needs.
- Maintained records, correspondence, and documentation while handling sensitive information with discretion.

#### **Walt Disney World — Attractions Coordinator, Lake Buena Vista, FL | Nov 2021 – Apr 2022**

- Directed daily operational flow, staffing coordination, and throughput tracking for high-capacity attractions.
- Performed routine safety checks of equipment/guest-facing spaces to ensure compliance with all safety standards.
- Supported downtime procedures, evacuations, and system resets in coordination with maintenance and leadership teams.

#### **Freelance Project Coordinator/3D Animator/Illustrator, Remote | May 2020 – Dec 2023**

- Managed project timelines, client communication, scope alignment, and deliverables across multiple contracts.
- Maintained documentation, version control, and change tracking to support quality and client satisfaction.
- Produced animation and visual assets for short films, promotional content, and nonprofit initiatives.

## **Education**

**Southern New Hampshire University, Online**, - M.B.A in Project Management | Beginning Sept. 2026

**University of Central Florida, Orlando, FL** - M.S. Themed Experience Candidate (GPA 4.0) | Aug 2024 – Present

**Animation Mentor, Online** – Certification Character Animation

**Savannah College of Art & Design, Savannah, GA** - BFA Animation, Summa Cum Laude (GPA 4.0)

**Mount Ida College, Newton, MA** - Animation Program (GPA 3.97)

## **Awards & Recognition**

- Coordinator of the Quarter | Walt Disney World, Magic Kingdom Auto Plaza (2024)
- Service from the Heart | Walt Disney World, Hollywood Studios Parking (2023)
- Contributed to multiple Emmy and Oscar Nominated VFX Teams
  - Guardians of the Galaxy Vol 3.
  - The Last of Us Season 1
  - The Creator
  - The Residence Season 1