

Courtney Brewer

Creating Visual Narratives

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Professional Summary

Detail-driven project coordinator & production manager with 5+ years coordinating complex creative pipelines across themed entertainment operations, animation/VFX production, and multi-discipline teams. Experienced in project documentation control, schedule tracking, action-item management, resource allocation, team culture cultivation, and cross-department communication. Skilled in maintaining organized file structures, version control, compliance documentation, scope alignment, and some client-facing experience. Known for proactively identifying risks, ensuring clarity across teams, and enabling smooth and on-schedule execution in fast-paced, multi-large budget project environments. Currently expanding themed entertainment expertise through UCF's M.S. Themed Experience program.

Core Competencies

- Project Documentation & File Structuring • Work Archiving
- Version Control • Deliverable Tracking
- Meeting Scheduling • Action-Item Management
- Budget & Hour Tracking Support
- Resource Allocation Monitoring • Risk & Issue Logging
- Cross-Functional Communication • Conflict Resolution
- Scope Review • Bidding
- SOP & Template Optimization
- Client-Facing Support
- MS Office Suite (Advanced) • Google Workspace (Advanced)
- Autodesk ShotGrid/Flow Tracking • Adobe Creative Suite
- Problem Solving • Detail-Oriented • Proactive & Organized

Experience

Crafty Apes VFX, Atlanta, GA (Remote)

Animation/Rigging Production Manager/Junior Animator

December 2024 – Present

- Maintain and enforce file structures, version tracking, and documentation standards across multi-studio pipelines (USA, Canada, UK, Australia).
- Coordinate cross-department communication between creative, technical, and production teams to maintain clarity of scope, priorities, and deadlines.
- Track hours, bid estimates, staffing availability, and resource forecasts, supporting producer-level budget and cost-tracking conversations.
- Compile and maintain deliverable logs, action-item lists, scope notes, and progress reports for leadership review.
- Identify risks, bottlenecks, and discrepancies in schedule or scope and escalate to department leadership for alignment and recovery.
- Built incoming work forecasting documentation comparing demand vs. resource capacity.
- Support onboarding by documenting workflows, updating SOP-style resources, and training new team members on project tools and documentation locations.

Walt Disney World, Magic Kingdom, Lake Buena Vista, FL

Auto Plaza Coordinator

June 2024 – Jan. 2025

- Managed daily schedules and staffing allocations, tracking throughput and operational benchmarks across high-volume arrival operations.
- Conducted daily safety and compliance checks, maintained operational logs, and escalated safety issues in alignment with established procedures.
- Produced accurate documentation for operational reporting, revenue processes, and daily communication logs.
- Coordinated information flow between frontline teams, leadership, and support groups during normal and emergency operations.

- Facilitated clear and concise communication across departments to maintain alignment, efficiency, and safety.

Crafty Apes VFX, Atlanta, GA (Remote)

Animation Production Manager/Junior Animator

June 2023 – March 2024

- Managed department-wide schedules, tracking hours, task bids, output units, and staffing to meet production targets.
- Close collaboration with other Production managers, VFX Supervisors, Producers, and Studio Heads for project success
- Led creation and refinement of documentation templates, workflow guides, and onboarding materials, improving clarity and consistency across teams.
- Collected lessons-learned data and contributed to post-mortem reporting to improve future project planning and forecasting.
- Acted as liaison between creative, technical, and leadership teams, ensuring scope alignment and timely communication of changes.

Crafty Apes VFX, Atlanta, GA (Remote)

3D Animation Coordinator/Jr. Animator

April 2022 – June 2023

- Maintained meticulous naming conventions, reference archives, and documentation logs supporting version control across multiple global studios.
- Distributed task assignments, tracked shifting priorities, and maintained accurate deliverable progress in ShotGrid (now Flow Production Tracking).
- Organized and documented training sessions to improve team productivity and procedural consistency.
- Responsible for building the production workflow for the internal department.

Attractions Coordinator, Walt Disney World, Lake Buena Vista, FL

Nov. 2021 - April 2022

- Directed daily staffing, throughput tracking, and operational flow for a high-capacity attraction.
- Conducted routine safety documentation, inspections, and reporting and escalated compliance issues in alignment with protocol.
- Supported emergency operations, downtime management, and system resets with strict adherence to established SOPs.
- Gathered, logged, and reported operational data to leadership, ensuring accuracy and clarity.

Freelance 3D Animator, Remote

May 2021 - Dec. 2023

- Managed client communication, schedules, and deliverable documentation across multiple simultaneous creative projects.
- Maintained version control, scope alignment, and file archiving, ensuring clear communication and efficient review cycles.

Technical Skills

- Microsoft Office Suite (Excel, Word, PowerPoint)
- Google Suite (Drive, Docs, Sheets, Slides)
- Autodesk ShotGrid / Flow Production Tracking
- Adobe Photoshop • Adobe InDesign • Adobe Acrobat
- File Management & Documentation Systems
- Basic Unreal Engine & MetaHuman familiarity
- Excel-Based Schedule & Log Creation

Education

University of Central Florida, Orlando, FL

Candidate for MS Themed Experience (4.0)

August 2024 - April 2026

Animation Mentor

3D Character Animation Certification

Savannah College of Art & Design, Savannah, GA

Bachelor of Fine Arts - Animation

Mount Ida College, Newton, MA

Animation Program

Awards and Recognition

- ACM SIGGRAPH Student Volunteer | 2020
- TEA Member | Nov 2025 – Present
- IAAPA North America Member | Oct 2024 - Present
- Women in Animation Member | August 2020 - Present
- Distinguished Scholarship Recipient | 2018 -2020 | SCAD
- NRHH SCAD Chapter President | May - August 2019
- RA of the Year | 2018 - 2019 | SCAD
- Trustees Scholar | 2015 - 2018 | Mount Ida College
- Presidential Scholarship Recipient | 2015 - 2018 | Mount Ida College
- Part of multiple Emmy and Oscar nominated post-production VFX teams across various projects in film/television.
 - Guardians of the Galaxy Vol. 3
 - The Last of Us Season 1
 - The Creator
 - The Residence Season 1