

PRESTON MCQUEEN

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EXPERIENCE

SENIOR RECREATION LEADER | CULVER CITY PARKS AND RECREATION DEPARTMENT | JUNE 2024 - PRESENT

- Strategize, budget, and execute events and programs for up to 300+ patrons
- Enforce company policies whilst overseeing daily employee duties as a lead staff member
- Broadcast community messages through phone, email, and in-person correspondence

RECREATION LEADER | CONEJO RECREATION AND PARK DISTRICT | SEPTEMBER 2023 - MARCH 2024

- Executed duties such as calendar management, client research, and rolling calls
- Managed budgeting and purchase of supplies followed by regular expense reports
- Streamlined events for up to 100 people through planning, set-up, coffee runs, and note taking

ILLUSTRATOR | CHERRY BLOSSOM STUDIOS | JULY 2023 - AUGUST 2023

- Mapped out the artwork production timeline and kept collaborators on track to meet due dates
- Communicated remotely with project leads as liaison for the internal team to refine project direction
- Organized and archived 30+ assets created in accordance with ongoing production needs

JUNIOR CLASS REPRESENTATIVE | LMU ANIMATION CLUB | JANUARY 2021 - MAY 2022

- Developed and presented meeting presentations for a club with 200+ members
- Planned out a yearly schedule of professional development workshops and special events
- Coordinated with leadership to reserve event venues and arrange travel to and from for club members

TUTOR AND TEACHER'S ASSISTANT | LMU LIONS FOR LEARNING | AUGUST 2019 - MAY 2020

- Corresponded with key school officials on class progress updates and inventory of supplies
- Outlined, organized, and proofread documents detailing individual lesson plans for each student
- Spearheaded the development, scheduling, and instruction of original lectures for the class

PROJECTS

DIRECTOR, STORY, AND DESIGN LEAD | "CATERPILLAR JAM" SHORT FILM | MAY 2022 - MAY 2023

- Supervised the status of all shots, assets, and assignments within a shared Shotgrid database
- Managed budgeting and communication for recruitment of external remote staff
- Oversaw day-to-day production to ensure crew was comfortable and deadlines were met properly

DEVELOPMENT & PRODUCTION ASSISTANT | "MOUNT MORIAH" SHORT FILM | FEBRUARY 2022 - JANUARY 2023

- Reviewed scripts and storyboards throughout development while pitching fresh approaches
- Compiled files and assets within a shared Google Drive for distribution to a team of 30+ artists
- Scheduled and attended production meetings to record notes from the project lead

DIRECTOR, STORY, AND DESIGN LEAD | "CHILD OF HELL" SHORT FILM | DECEMBER 2020 - MAY 2021

- Refined the film's final concept and direction through rounds of pitching to potential team members
- Conducted regular meetings with staff to discuss priority management and uphold project standards
- Enforced key deadlines and tracked progress through a comprehensive Google spreadsheet

EDUCATION

LOYOLA MARYMOUNT UNIVERSITY | B.A. IN ANIMATION | CLASS OF 2023

- Minor in Interactive, Gaming, and Immersive Media

SKILLS

TECHNICAL: Google Suite, Microsoft Office, Adobe Photoshop, Animate, Illustrator, Premiere, After Effects, Toon Boom Harmony, Storyboard Pro, Final Draft, ShotGrid

PERSONAL: Teamwork, Communication, Organization, Leadership, Customer Service, Multi-Tasking, Priority Management, Working Under Pressure, Learning Quickly, Meeting Deadlines

CREATIVE: Story Development, Character Design, Character Animation, Illustration

ADDITIONAL ACTIVITIES

LMU Animation Club Member 2019 - 2023 | Animation Academy Courses 2018 - 2019