

JAMES BOLAN

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CONTACT

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32 Arlene Street
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EDUCATION

BFA Computer Art, 2017
School of Visual Arts - NY, New York

QUALIFICATIONS

- Self-motivated; quick learner with high level of energy and enthusiasm.
- Able to work independently and as a collaborative team member.
- Detail oriented with solid organizational skills.
- Effective communication and interpersonal skills.
- Outstanding customer service skills with ability to proactively anticipate and provide solutions to needs.

EXPERIENCE

Framestore NY 2022 - Present

Senior Production Coordinator - 2026 - Present

- Work closely with Executive and Bidding Producers to capture detailed client call notes, organize project requirements, and track key considerations during the VFX bidding process.
- Support project feasibility assessments, factoring studio capacity and resources against client budget requirements and delivery deadlines.
- Prepare comprehensive bid materials, including bidding documents, crewing schedules, and client-facing VFX production calendars.

Production Coordinator - 2024 - 2026

- Coordinated with Leads, Supervisors, artists, and Production to track workflows, schedules, targets, assignments, and deadlines while proactively identifying and resolving potential bottlenecks.
- Organized and supported dailies and reviews by communicating priorities, feedback, and schedule updates effectively to artists.
- Maintained accurate production data, task progress, and reporting in Shotgun while anticipating issues and supporting day-to-day problem solving and planning.

Production Runner — 2022-2024

- Provided exceptional hospitality and administrative support to clients and employees both in-office and remotely, ensuring a welcoming and professional environment.
- Maintained a clean, organized, and fully stocked workplace, including managing inventory, purchasing supplies, and preparing meeting rooms for client attends.
- Supported the Operations Team with day-to-day administrative and facilities tasks, responding efficiently to ad hoc office and building service needs.

Freelance Computer Artist/Animator — 2017-2022

- Created animated content such as motion graphics or CG animation for individual clients and commercial studios.
- Communicated and collaborated closely with clients to determine what their artistic vision is for a project and made sure end results matched their vision.

Receptionist, Audi of Huntington — 2018-2020

- Greeted all customers and provided a positive first impression of the brand. Ensured customers met with a salesperson or were aware of how long it would be before one became available.
- Answered all phone calls to the dealership, took and relayed messages if team members are not available and provided information to callers.
- Maintained schedules and communicated and coordinated with individual team members to ensure they're availability for their appointments or walk-in customers.

Etsy Store Owner, J.W.B. Cross Stitch — 2020-Present

- Designs and sells digital cross-stitch patterns through Etsy.
- Promote new patterns and sales across cross-stitch related groups on social media.