

# CASIE CODDINGTON

818-468-7972



casiecoddington@gmail.com



[linkedin.com/in/casiecoddington](https://www.linkedin.com/in/casiecoddington)



[casiecoddington.com](https://casiecoddington.com)



## SKILLS

Client Relations

Team Management

Budgeting & Scheduling

Social Media Marketing

Strategic Planning

SOP Development

Risk Management

Brand Development

## TECHNICAL SKILLS

Microsoft Office Suite:  
Excel, Powerpoint, Word

Adobe Acrobat Pro

Windows and Mac OS

Google Suite  
Slides, Sheets, Docs, Drive

## EDUCATION

MFA in Producing & Writing  
Bond University, Australia

Bachelor's in TV News  
Broadcasting  
Montclair State University, NJ USA

## WORK EXPERIENCE

### Production Manager Netflix - Experiences

Projects: Bridgerton (Queen's Ball, Secret Cinema), Nailed It!

1 yr starting 2021

- Built partnerships with IP holders, and cross functional teams by consolidating project assets for review & keeping both parties up to date on the experience's objectives
- Accomplished a unified marketing strategy with project vendor partners on social media platforms, out of home campaigns, paid ads, ticketing websites, etc.
- On site in multiple cities & overseas successfully opening experiences maintaining the integrity of the creative intent while adapting best practices for overall operation

### IP Producer Universal Studios Hollywood

Project: Secret Life of Pets Attraction, 3 yrs starting 2018


- Primary client contact for an original theme park attraction, ensuring timely & diplomatic communication with them on creative milestones, IP assets, and design reviews
- Managed the attraction's intellectual property portfolio with intricate submission tracking matrices that were translatable into presentation decks to observe progress in real time & be a tool for use post open into long term park operations maintenance
- Demonstrated leadership in weekly meetings with client & internal stakeholders to ensure deadlines and proper processes were followed for consistent progress

### Project Manager Universal Studios Hollywood

Project: Lunar New Year Live Event, 3yrs starting 2016

- Lead creative & production teams on a new large scale event from conception, through operation, to close out entailing guest interactive shows, photo ops, character appearances, curated food with performative elements, and merchandise
- Built & managed Capex/Opex budgets. Crafted contracts & scopes of work for internal & vendor hiring. Correspond with park partners, and ensured overall project KPIs were met

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CONTINUED EXPERIENCE

## Personal Highlights

### Shane's Inspiration

Volunteer

### Themed Entertainment Association

Member of Events Committee

### Feast of Thrones

Self produced a themed event for the final season premiere of Game of Thrones

### Directed Feature Film

Filmed in Australia

### Associate Project Manager Universal Studios Hollywood

#### Project: Halloween Horror Nights - Live Event, 4yrs starting 2015

- Daily management of design team, oversaw scenic budgets, developed timelines for each maze location, and procured build assets, and produced scenic packages for vendor bidding
- To predict project variances and discrepancies had multiple vendor oversight on PO's, invoices, and change orders simultaneously
- Supervised in-field installations in 10 locations within the park/studio lot with vendors of various principles

### Production Coordinator BRC Imagination Arts

#### Multiple Projects, 1yr starting 2014

- Supported project team with schedules, communication, travel, team comms, transmittals, RFI's, and document control
- For our client, created milestone packages, including story narratives, illustrated ground plans, SketchUp models, CAD packages, and tech narratives.

### Production Coordinator Universal Studios Hollywood

#### Placemaking Projects & HHN, 2yrs starting 2012

- Formulated a transportation logistics system. Linking union crews, internal departments, and vendors to ensure comprehensive communication during a project's installation
- Oversaw in field installations, install timelines, and vendor communication
- Placemaking projects included: Harry Potter Land, Shrek, Universal Plaza, Simpsons Land, Despicable Me, Studio Tour

### Media Producer

#### NYC & Los Angeles, Freelance, 3yrs starting 2010

- Created social media content NYC & Los Angeles based
- Content consisted of red-carpet interviews, live webcasts, short films, commercials, and award ceremonies
- Job entailed video/photography knowledge, directing, scriptwriting, media editing, trend/algorithm targeting