

# Bones Leopard

## Writer | Production

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**979.492.9969**  
**leopardbones@gmail.com**

### Skills

Project Development  
Project Management  
Writing  
Editing  
Proofreading  
Maintaining Set Schedules  
Developing Relationships  
Scouting and Casting Talent  
Delivery of High Quality Content  
Out of the Box Problem-Solving  
Interpersonal Communication  
Creative Excellence

### Education

Savannah College of Art & Design  
Savannah, GA  
Bachelor of Communication Arts;  
Major in Sequential Art  
September 2005 - May 2009

### Published Works

*Save Yourself!* -  
Published by BOOM! Studios  
November 2021

*Pandora's Legacy* -  
Published by BOOM! Studios  
November 2018

*Pandora's Book of Monsters*  
Published via Kickstarter  
June 2018

*[Super]Natural Attraction*  
Published via Kickstarter  
2017 and 2018

### References Available Upon Request

### Summary

Seven years experience in Production within print and digital media as well as merchandising. Experience coordinating between several groups of people and managing all those separate personalities as well as leading important meetings and pitches for both media and merchandise lead projects. Story and creative development instincts with excellent project management and communication skills; solution-oriented thinker; comfortable in fast-paced, deadline driven workplaces; thrives in collaborative team environments. Creative writer.

### Experience

#### HarperCollins Publishers/Houghton Mifflin Harcourt Senior Designer/ March 2021-CURRENT, Remote

Manage, scout and establish new talent for graphic novels. Art Direct/Edit graphic novels from beginning to end of book. Manage contracts, production schedules, and design each book I work on. Present covers to Sales and Marketing to help plan out marketing plans and development. Help establish company standard for graphic novel schedules and creation.

#### Disney/20th Century

##### Asset Coordinator/ October 2019-2021, Glendale, CA

Manage the 20th Century/ESPN/National Geographic/Vault asset conversion into the Disney System. Work closely with cross functional teams to meet high priority project deadlines. Manage timelines, calendars and deadlines for multiples teams and projects. Coordinate schedules across multiple time zones to ensure project goals were communicated and met.

Create the digital library for assets and memorizing online library of popularly requested assets. Keep High Risk Assets and establishing a secure system for sharing High Risk files.

#### BOOM! Studios

##### Production Coordinator / June 2014 - October 2019, Los Angeles, CA

Managed production for print and digital distribution from layout/mechanical files through localization, pre-press, mock-up, print and manufacture for components within assigned parameters. Communicated with Artists and Editors to keep the schedule maintained and up to date. Managed communication with Management so that everyone is on the same page at all times. Keep workflow on track for all assigned projects; managed the processing of assets/materials from freelancers/designers to maintain template compliance and line look consistency; ensured all approved pre-press, print, manufacturing, and digital materials were delivered on time.

Maintained accurate tracking of information; reviewed and updated assets and advised creative services, marketing and operations departments of all upcoming due dates and status of projects; updated and disseminated current and accurate information advising management of status information impacting territory due dates and requirements.

Managed digital files on server and assisted artists and team in accessing them. Research, find and organize reference materials for artists and writers. Communicated notes and passed along information from other departments to directors and artists. Helped prioritize and clearly communicate assignments and deadlines to artists. Tracked the progress of artists' workload using Excel. Prepared materials and correspondence for overseas shipments