

# Kayla Borntrager

## Production Coordinator

763-398-9026

kaylaborntrager@gmail.com

www.kaylaborntrager.com

Goal-oriented and creative production coordinator with experience in animation, filmmaking, production, and development, with lots of enthusiasm for growth. Adept at using my technical skills to aid in schedule coordination, and my interpersonal skills to navigate client and staff needs. My experience in the creative pipeline helps me understand the abilities and needs of artists. While growing in the industry, I have become more involved in pre-production and client services. I am looking forward to bringing my passion, enthusiasm, and creativity to new projects.

## SOFT SKILLS

Multi-tasking

Flexibility

Stress Management

Openness to Change

Critical Problem Solving

Interpersonal Communication

Collaboration

Time Management

## HARD SKILLS

Editing

Schedule Management

Analysis & Research

Asset Organization

VFX & Compositing

Writing

Programming (C#)

Illustration

## TECHNOLOGY

### Film

Set prep, technology and location reservations, pre-production

### Autodesk

Maya, Mudbox, Arnold, AdvancedSkeleton

### Unity

C#, Visual Studio, Terrain, Set Design

### Unreal Engine

Blueprint, Level Creation

### Adobe Suite

Photoshop, After Effects, Premiere Pro, Illustrator

### Microsoft Office

Word, PowerPoint, Excel, Outlook, Teams

## EDUCATION

Minneapolis College of Art and Design, Minneapolis, MN

Bachelor of Fine Arts in Animation

Minor in Creative Writing

## WORK EXPERIENCE

Tula Spa, Minneapolis, MN - Spa Coordinator

3/21 to current

Work independently to manage day-to-day operations of the business.

Including, but not limited to, scheduling, client inquiries, ordering inventory, billing, hiring, phone calls, emails, inventory, and coordinating staff schedules.

**Hotel Ivy, Minneapolis, MN - Front Desk Attendant/Night Auditor**  
10/19 to 3/21

Collaborated with other agents and departments to fulfill guest requests on strict deadlines. Tasks included coordinating guest reservations, booking transportation needs, handling billing, and addressing questions and concerns from staff and guests.

**Country Inn & Suites, Elk River, MN - Front Desk Attendant**  
5/19 to 9/19

Managed day-to-day operations in the front of house, ensuring quality service to welcome guests. Handled task lists for other departments to ensure property was prepared for events, reservations, and bookings.

**Richfield Super Target, Richfield, MN - Softlines Sales Associate**  
8/18 to 9/19

Worked cohesively as a team on a large scale while also managing smaller day-to-day projects. Took direction from leadership to handle guest and employee concerns.

**Children's Theatre Company, Minneapolis, MN - Education Attendance Monitor**  
1/17 to 5/18

Worked independently and collaborated with staff and security to ensure the safety and location of children and adults checking in and out the building.

**Otsego Super Target, Otsego, MN - Softlines Sales Associate**  
9/16 to 1/17, 5/17 to 7/18

**Worth Repeating Resale Boutique, Elk River, MN - Sales Associate**  
6/15 to 6/16

## INDEPENDENT WORK

### Commissions

2015 to current

Using Procreate, Photoshop, Paint Tool Sai, and Trello to track commissions for character design, illustration, pet illustrations, and portraits on a consistent and reliable schedule. Keep clients up to date with progress. Coordinate personal schedule with freelance illustration schedules with different deadlines and timelines..

## PROFESSIONAL REFERENCES

**Brooke Cesarec**

*Associate 3D Technical Artist*

Target

[brookecesarec@gmail.com](mailto:brookecesarec@gmail.com)

*Brooke and I have known each other since our years at MCAD. We have worked on multiple projects together, and have remained close friends since!*

**Liz Meyer**

*Massage Therapist*

Tula Spa

763-478-7404

[elizameyer12@gmail.com](mailto:elizameyer12@gmail.com)

*Liz is a current coworker of mine at Tula Spa, we have worked together for over 2 years now.*

Lana Yang

*Instructor*

Lavner Education

[lane.p.yang@gmail.com](mailto:lane.p.yang@gmail.com)

*Lana and I met in our last semester at MCAD, and have kept in touch since! We are both 3D animation majors and often are points of contact for .*

Grey Anderson

*Student*

Minneapolis College of Art and Design

[ganderson852@mcad.edu](mailto:ganderson852@mcad.edu)

*Grey and I met during my last semester at MCAD and became friends over our shared classes, projects, and interests.*