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Location: Burbank, CA

Matthew Acuña
Script Coordinator

Portfolio: www.mattacuna.com

PROFESSIONAL EXPERIENCE

Bento Box Entertainment (Burbank, CA)

February 2020 - Current

*Acting Production Coordinator /
Digital Production Assistant*

- Worked extensively in Storyboard Pro in order to export materials for shipments, create specific camera angles and conform boards for animatic reviews.
- Fixed audio for overseas and in-house retakes through Harmony Premium.
- Consistently organized assets and updated sequences in Shotgun.
- Archived previous seasons, episodes and assets for preservation.
- Spliced together footage to create animatics for reviews.
- Prepared assets and materials for shipment to our overseas studio, as well as received and prepared them for internal use.
- Performed runs to partner studios delivering cuts of 'Bobs Burgers' and 'The Great North'.
- Assisted in the preparation of and sat in on table reads.
- Coordinated studio distribution.

Fullscreen Inc. (Los Angeles, CA)

March 2017 - Current

Freelance Writer

- Pitched, researched and wrote scripts for YouTube videos on animation, video games and lost media.
 - Generated 37,198,000+ views for the channel 'blameitonjorge'.
- Provided guidance and insight to content creators regarding production on future projects.
- Assisted in live streams focusing on viewer interaction, content discussion and Q&A.

Frederator Networks Inc. (New York City, NY)

July 2019 – July 2020

Freelance Writer

- Pitched, researched and wrote scripts for YouTube videos on animation, video games and anime.
 - Generated 1,500,000+ views for the channels 'Channel Frederator' and 'Get In The Robot'.

Glow in the Dark Concept Studio (Burbank, CA)

February 2019 – May 2019

Production Intern

- Researched topics and compiled notes for current and future animated productions.
- Attended and took notes for meetings with clients when requested to sit in.
- Oversaw the creation of a social media campaign focusing on advice for upcoming writers.
 - Collaborated with an in-house artist to add visuals to each post.
- Wrote and scheduled posts for Twitter and Instagram via Postify.
- Assisted management in project workflow and management, providing timely status updates on given tasks.

Chrome Entertainment (Los Angeles, CA)

May 2016 – August 2016

Development Intern

- Read numerous screenplays sent in and wrote coverage reports detailing the content and quality of each script.
- Relayed messages directly from the CEO to clients via Outlook.
- Provided development notes and opinions when asked regarding the studios upcoming films in production.
- Performed administrative tasks, such as answering phone calls, photocopying materials and organizing files.

Golden Tribe Games (Damascus, MD)

September 2014 - March 2017

Writer / Director

- Oversaw production of an independent video game intended for release on PC and Nintendo Switch.
- Managed a team of five, consisting of programmers, artists and composers located in the USA, Mexico and Macedonia.
- Developed and wrote an original 331-page script.
- Maintained productivity and communication by hosting weekly meetings with team members via Skype and Discord.
- Collaborated with prolific voice actors to record for characters, trailers and sound effects.
 - Spliced audio and voice clips together via Audacity

ADDITIONAL TECHNICAL SKILLS

Proficient with Final Draft, Storyboard Pro, Harmony, Shotgun, Adobe Creative Suite, Adobe Premiere, Final Cut, Gmail, Google Docs, Google Sheets Microsoft Office (Word, Excel, and PowerPoint) and Celtx.

EDUCATION AND HONORS

Messiah College (Mechanicsburg, PA)

- BA in Communications (Film & Media Arts), Focus in Screenwriting
- Published a film article on 'Cinemablography'.

Montgomery College (Germantown, MD)

- General Studios, GPA 3.5