

Hannah Bearden

Portland, OR • hannahbearden.com

Project Manager/Coordinator

Art, Animation & Live Action Commercial & Film: Producer, Production Management, Production Coordination

WORK EXPERIENCE

NBC • 2025

Production Coordinator • Portland, OR • Contract

- Oversaw and managed daily production operations, ensuring project were completed on time and within scope.
- Supervised and monitored script continuity, ensuring consistency and accuracy throughout the production process.
- Coordinated travel logistics for cast, crew, and talent, ensuring timely arrivals and smooth transportation arrangements.

HouseSpecial • 2022 - 2025

Production Manager • Portland, OR • Full-time

- Facilitate communication by relaying key information between departments to the Director and Producer, ensuring alignment and smooth workflow.
- Create detailed production schedules, ensuring all tasks are completed on time and resources are efficiently allocated.
- Maintain effective communication with clients, providing regular updates and addressing concerns in a timely manner.
- Oversee asset tracking from acquisition to final deliverables using ShotGrid, Excel and other software, ensuring accurate organization, version control, and timely delivery throughout all stages of production.

Durable Goods • 2024 - 2024

Production Supervisor - Live Action • Los Angeles, CA • Contract

- Oversaw and managed daily production operations, ensuring projects were completed on time and within scope.
- Supervised and monitored script continuity, ensuring consistency and accuracy throughout the production process.
- Developed and managed departmental budgets, closely monitoring expenses, forecasting costs, and ensuring financial efficiency throughout the production process.
- Coordinated travel logistics for cast, crew, and talent, ensuring timely arrivals and smooth transportation arrangements.

HouseSpecial • 2021 - 2022

Production Coordinator • Portland, OR • Full-time

- Coordinated all aspects of production logistics, including scheduling, crew communication, and on-set support to ensure smooth and efficient shoot operations.
- Managed the creation and coordination of client approval decks, ensuring timely reviews, feedback integration, and final delivery aligned with project objectives.
- Conduct quality control on deliverables to ensure consistency, technical precision, and alignment with creative and production standards.

Bent Image Lab • 2020 - 2021

Project Management • Portland, OR • Full-time

- Managed the Creative Director's calendar, coordinating appointments, meetings, and deadlines to ensure efficient workflow and time management.
- Oversaw and managed daily production operations, ensuring projects were completed on time and within scope. • Tracked and managed assets, ensuring all production materials were accounted for and properly stored throughout the project.

EDUCATION

Multimedia Certificate in Multimedia

Portland Community College • Portland, OR • 2020

Bachelor of Fine Arts in Sculpture/Glass

California State University • Chico, CA • 2013

VOLUNTEERING & LEADERSHIP

True North Studios • 2019 - 2020

Co-Founder • Portland, OR

Co-founded and managed a community art space specializing in screenprinting, woodworking, and CNC fabrication. Developed an affordable membership model to foster accessibility and support creative growth. Led inclusive programming and community outreach through workshops, events, and local partnerships.

SKILLS

- Adobe Suite
- Asset Tracking: Shotgrid
- Google Workspace
- Budgeting
- Client Correspondence
- Community Development
- Open Communication
- Production Coordination
- Production Management
- Scheduling
- Script Supervising
- Stop Motion Animation
- Travel Coordinating