

PRODUCTION MANAGEMENT RESUME

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PRODUCTION/PROJECT MANAGEMENT EXPERIENCES

University Final Year Project *August 2019 – Present*

- Producer / Director

- Led a team of 3 to produce a 6 and a half minutes Stop Motion fictional documentary titled *Strange Occurrences: Bukit Bulabu* (https://www.instagram.com/strangeoccurrences_sg/)
- Managed resources such as manpower, time, materials and budget
- Plan, coordinate and manage schedules to ensure that the production can be completed in time with substantial quality
- Troubleshooting and problem solving to make things work
- Upkeep team morale
- Other team roles include: Storyboarding, Animating, Editing, Sculpting, Set Building

Stop Motion Work Study *December 2017 – January 2020*

- Studio Manager for the school's Stop Motion lab

- Organized workshop and studio and coming up with ideas, systems and documents to efficiently do so
- Liaised and coordinated with school staff, professors and other work study students
- Assisted technical staff, students and professors where necessary
- Replenished materials and ensured sufficient resources
- Ensured orderliness and cleanliness of the studio

Internship at Infinite Frameworks *May 2019 – August 2019*

- Assistant Project Coordinator

- Assisted in mastering various animation series – *Ollie and Friends Season 5, Best Furry Friends, Box Warriors*
- Assisted in coordinating post production and motion graphics for Channel 5 series, *KIN*
- Assisted and communicated with the Director and team for the delivery of visual effects and final masters for Toggle series, *I See You*

Main Ballet Tanks *May 2018 – August 2018*

- Project Manager and Animator for a research project, a stop motion short film titled *Main Ballet Tanks*

- Coordinated a team of 20 divided into various departments, liaising between crew and director
- Scheduled shots according to complexity, animator, set availabilities and other factors
- Communicated with the crew to ensure smooth processes between setting up shots, stage, puppets and animating
- Organized production meetings with relevant personnel
- Managed production resources such as budget for crew
- Animated several shots in the production

Gametize *August 2015 – November 2015*

- Project Manager in the Business Development Team of the Gamification start up

- Managed and co-managed both internal and external gamification projects
- Worked with clients and prospective clients as a gamification consultant, coming up with ideas to gamify corporate content
- Involved in graphic design and video creation

OTHER EXPERIENCES

Campus Activities in University

Chief Programmer for Freshmen Orientation Camp 2018

- Created and coordinated the thematic 5-day 4-night program
- Heavily coordinated with other departments such as Art Direction, Logistics and Welfare
- Ensured storyline is fully weaved in and successfully delivered via art direction, events and activities
- Conducted mass briefings, debriefs and team meetings

Polytechnic Final Year Project

Project Manager April 2017 – March 2015

- Produced a near 3 minutes mixed medium (3D and 2D) animation short film titled *Candlelight* in a team of 3
- Managed the project, delegated work and came up with Gantt chart and schedules
- Ensured good team relations and regular meetings with supervisors
- Worked together with the rest of my teammates in other aspects of the project such as
 - Generating ideas and pitching concepts
 - Storyboarding and camera layout
 - Compiling of animatics and previsualization
 - 3D modelling, texturing and lighting
 - Rendering
 - Compositing, sound and video editing

Campus Activities in Polytechnic

EXECUTIVE COMMITTEE AY2012/13 – Departmental Head of Unlimited Recreation

EXECUTIVE COMMITTEE AY2013/14 – Honorary General Secretary cum Publicity Head

- Event roles include: Planning Leader; Assistant Planning Leader; Camp Commandant; Advisor
- Actively involved in the planning and execution of various school activities and events including overnight camps
- Initiated and delivered new ideas
- Conducted mass briefings
- Liaised with lecturers and organized administrative and paperwork
- Designed event shirts, posters and videos

EDUCATION & AWARDS

Nanyang Technological University, School of Arts, Design and Media *August 2017 – Expected date of graduation: July 2020*

- Pursuing Bachelor of Fine Arts in Digital Animation, specializing in Visual Effects
- Received the following award:
 - Year 1 Dean's List

Emily Carr School of Art + Design *September 2018 – December 2018*

- Participated in a semester long university exchange program in Vancouver, British Columbia, Canada

Ngee Ann Polytechnic, School of Infocomm Technology *April 2012 – April 2015*

- Diploma in Animation and 3D Arts, specializing in 3D Arts
- Received the following awards and scholarship:
 - Lien Ying Chow Scholarship in Year 2
 - MDA Gold Medal & Prize
 - Diploma with Merit
 - Autodesk Asia Prize
 - Shooting Gallery Asia Prizes

OTHERS

Written and spoken languages English and Mandarin

Software skills

Microsoft Word, Microsoft Excel, Microsoft Powerpoint / Google Suites
Adobe Photoshop, Adobe Illustrator, Adobe Premiere Pro, Adobe After Effects
Autodesk Maya, Nuke; With exposure to Modo, ZBrush, Houdini
Dragonframe

Other skills Class 3 Driving