

SZE KEN SIOW

Production Coordinator

Metro Vancouver, BC • +1 (604) 600-9337 • szeken@live.com • [LinkedIn](#) • szeken.com

PROFESSIONAL SUMMARY

Production Coordinator with 4+ years inside 2D and CG animation pipelines and hands-on production experience in Flow Production Tracking (formerly ShotGrid). Maintains departmental schedules and tracks quotas, revisions, approvals, and delivery milestones, escalating bottlenecks early. Runs dailies, review sessions, and communicates priorities to Artists and Supervisors clearly and empathetically. Calm under pressure and comfortable with shifting priorities. Permanent Resident in British Columbia, Canada.

CORE SKILLS

- **Production Software:** Flow Production Tracking (formerly ShotGrid), Asana, Google Workspace, Microsoft Office (Excel, Word, Outlook, PowerPoint)
- **Production Coordination:** Departmental scheduling, task tracking, production data, quotas, revisions, approvals, delivery milestones, dailies and review sessions, outsource and vendor coordination, weekly status reports, bottleneck escalation, meeting notes
- **Pipeline Knowledge:** CG and 2D animation pipelines, episodic production, layout, backgrounds, character and prop design, color keys, texturing, lighting, rendering
- **Creative Software:** Photoshop, Illustrator, InDesign, Bridge, lightroom, Maya, Blender, ZBrush, TVPaint
- **Strengths:** Written and verbal communication, cross-department collaboration, proactive problem solving, receptive to feedback and direction
- **Languages:** English, Mandarin Chinese, Malay

PROFESSIONAL EXPERIENCE

Project Manager | Mitchie Matcha — Capstone Production (*May 2026 – Aug 2026*)

- Maintained departmental schedules, task tracking, and production data in Asana. Tracking across my creative team and the main client.
- Tracked assignments, quotas, revisions, approvals, and delivery milestones. Occasionally had to reevaluate scope as weeks go by due to clients shifting needs.
- Created project charter outlining scopes, scheduling risks, bottlenecks, and missing information early on and escalated appropriately.
- Then prepared invoices and weekly status reports for client and team.
- Coordinated outsourced work and monitored external deliveries against production timelines (social media content calendar).
- Prepared and project meetings; operated Google Drive to pull up assets during reviews.
- Published actionable meeting notes capturing ownership, action items, and priority.
- Kept Artists and Supervisors supplied with materials, references, and information, communicating priorities and deadline changes clearly and empathetically.

2D Background, Layout, Prop & Character Designer @ Global Mechanic (*May 2023 – Nov 2024*)

- Delivered 2D background, character, and prop designs across multiple art styles to production spec, on episodic deadlines.

3D Designer @ Kickstart Entertainment (*Jan 2023 – Dec 2023*)

- Designed props, characters, FX, and environments for client CG productions, including texture, lighting, and render reference.
- Created color keys for musical sequences.
- Applied Supervisor and client feedback to meet artistic and technical requirements.

2D Background & Layout Artist @ Atomic Cartoons (*Aug 2020 – Nov 2024*)

- Produced illustrated backgrounds — interiors, exteriors, cityscapes, and landscapes — across 24 episodic series and multiple art styles.
- Composed shots for color, lighting, and detail to hold visual continuity across sequences.

- Delivered 8 backgrounds per week on schedule in a high-volume episodic pipeline, coordinating daily with Layout and Design Supervisors.

EDUCATION

Bachelor of Creative Industries @ British Columbia Institute of Technology (BCIT)

- Project management pipelines, client and stakeholder management, financial feasibility and risk assessment reporting.

Production for Animation & VFX @ Vancouver Community College

- Production management, scheduling documentation, and team communication across the animation and VFX pipeline.
- Became proficient with the principles and practice of management and leadership in the animation and VFX of the production pipeline.
- Learned scheduling documentation and presentation skills, while
- learning how to incorporate the needs of the company and client.
- Honed communications skills related to both leading and mentoring a production team in a healthy workplace.

Diploma, 2D Animation & Visual Development @ Capilano University

- Mastered 2D character animation, visual development, and storyboarding in production-style team settings.