

# RACHEL CARTER

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rachellfcarter.com

## SKILLS

- Software – Autodesk Maya, Fusion 360, AutoCAD, Adobe Photoshop, After Effects, Premier Pro, InDesign, Unreal Engine, Substance Painter, Final Draft, Microsoft Office Suite (Word, Excell, OneNote, PowerPoint)
- Skills – 3D animation, 3D modeling, previsualization, drafting, video editing, script writing, virtual reality development, scenic fabrication, training, project planning and management, document organization.

## EXPERIENCE

### Scenic Solutions | Dayton, OH

**Project Coordinator** August 2023 – Present ✦ **Previsualization/Drafting Artist** February 2024 – Present

- Oversee progress and development of multiple projects at once. Organize and attend client meetings, take detailed notes, and distribute important information to those in attendance. Travel to and assist with on-site installations. Manage ordering, shipping, and receiving of all incoming inventory and outgoing projects. Document project progress and update clients, assist with schedules, manage project priorities, and ensure project budgets remain in good standings.
- Create detailed, technical shop drawings for production floor to use based off design drawing/concept art. Create previsualization animation for client to visualize how element an element will function, interact with a guest/actor, or be installed.

### LifeFormations (LF Studios) | Madeira, OH

**Plastics Coordinator** January 2022 – July 2023 ✦ **Plastics Fabrication** March 2021 – July 2023

- Work with project managers to produce weekly schedule and manageable goals for plastics team. Insure employees adhere to weekly assignments and adjust as needed. Produce professional and easily digestible documentation to assist in safe and efficient use of practices and equipment. Maintain weekly inventory and train new hires to work safely and efficiently while producing high quality assets.
- Produce high quality molds and casts with various materials such as fiberglass, silicone, urethane, etc. Quickly learn new processes, assist in fabricating animatronics of protected IP and original designs.

### Ball State University | Muncie, IN

**Graduate Assistant** August 2017 - May 2020

- Independently planed lessons and assignments, provided individual and group critiques, graded projects

## EDUCATION

### Indiana University-Purdue University Indianapolis – Indianapolis, IN

**2019 - 2020** Certificate – Themed Attraction Design

### Ball State University – Muncie, IN

**2017 - 2020** Major – MFA Computer Animation

### Bowling Green State University - Bowling Green, OH

**2013 - 2017** Major – BFA Computer Animation/Minor – Creative Writing