

Petra McElvenny

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OBJECTIVE

I have an undeniable love for filmmaking, learning and creativity. I'm self-motivated, proactive, and able to pivot when necessary. I excel at managing varied tasks with a focus on organization and meticulous attention to detail. I believe in effective communication, being a team player and always practicing good judgment.

STUDIO EXPERIENCE:

Netflix, Hollywood – Visual Effects Executive – Original Film

February 2018 – January 2024

Successfully managed 206 films across various stages of the filmmaking process for both internal and third party co-productions. Actively participated in Netflix's Emerging Filmmaker program as VFX lead. Responsibilities included:

- **Worked with Production teams, Studio Creative Executives, and Finance during development and pre-production.** Analyzed scripts, developed VFX breakdowns & budgets and production/post production planning. Provided recommendations and feedback on VFX scope of work and feasibility.
- **Built the visual effects teams.** Recruited Supervisors, Producers, Vendors and negotiated with agents. Oversaw contract negotiations and liaised with Legal to maintain thresholds for expenditures and company policies.
- **Managed VFX delivery progress and cost report tracking.** Managed and would guide VFX Producers to anticipate and troubleshoot schedule and budget issues. Ensured production is running smoothly, meeting deadlines and staying on budget.
- Helped develop and maintain consistent reporting on budget, schedule and VFX progress.
- Worked with the VFX Supervisor and VFX Producer to review VFX media as a way of ensuring highest quality work.
- Researched and networked with new businesses and up-and-comers. Tracking talent availability.
- Tracked and managed tax incentives and rebates.

PROGRAM KNOWLEDGE

- Microsoft office suite
- Google Workspace
- Adobe Creative Suite
- Filemaker Pro
- Cinesync
- SyncSketch
- RV
- Zoom
- Google Meets
- Shotgun

EDUCATION

Emerson College
B.A. Film Production

Northeastern University
B.S. Management

REFERENCES

Available Upon Request

Netflix, Hollywood – Visual Effects Coordinator – Original Film

June 2017 – February 2018

- Built new and maintained existing relationships with vendors/talent in various regions.
- Tracked progress of films across the slate throughout various phases
- Liaise between vendors, crew, and internal teams to improve information flow.
- Set up and maintained weekly meetings and agendas with vendors, internal partners and production support team
- Designed, standardized and implemented new workflow/tracking methods for projects to ensure transparency of progress.

FREELANCE EXPERIENCE

- **Visual Effects / Virtual Production Consultant** – Lionsgate
Flight Risk (Feature)
- **Visual Effects Coordinator** – Netflix
Mute (Feature)
- **Visual Effects Asst. Coordinator** – Warner Brothers
IT (Feature)
- **Visual Effects Asst.** – Warner Brothers
Live By Night (Feature)
- **Art Department Assistant** – Warner Brothers
Live By Night (Feature)
- **Food Stylist Assistant** – Ghostbusters
(Commercial)
- **Wardrobe Assistant** – Man of the Year: Tom Brady
(Print)