

XAVIER MILLER

ANIMATION PRODUCTION COORDINATOR

GLENDAL, CA

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About me

Animation and VFX production professional with a background in military logistics, creative development, and team coordination. Experienced supporting productions through scheduling, documentation, asset tracking, and cross-department communication.

Experience

Production Coordinator - *Original Animated Short film* Nov 2024 - Present (Independent)

- Maintaining organized production documentation, including script revisions, schedules, creative assets, research materials, and project tracking files.
- Coordinating with artists, voice talent, and collaborators while tracking deliverables, feedback, approvals, and production progress across multiple departments.
- Managing project communications, scheduling meetings, organizing calendars, and maintaining clear documentation for creative and production workflows.
- Reviewing and organizing animatics, pitch materials, and promotional assets for presentations, outreach, and production development.
- Tracking project updates, maintaining accurate records, and supporting overall production coordination, research, and administrative operations.
- Drafted and managed independent contractor agreements, including music licensing agreements with composers for production use rights.

VFX Artist - *“Wizard of Oz”* MSG Sphere Nov 2024 - May 2025 (Magnopus)

- Created and managed layered Photoshop assets and mattes for AI-driven VFX workflows and production delivery.
- Composited assets in Nuke while collaborating across departments to support large-scale visual storytelling pipelines.
- Supported production tracking, revisions, and organization of visual materials and reference assets.
- Assisted AI-assisted workflows using ComfyUI and Google Veo 2 for image upscaling and video generation.
- Coordinated with artists and technical teams to support production needs and timely project execution.
- Tracked revisions, organized production assets, and maintained workflow updates through ShotGrid.

Nuke Compositor / Coordinator - *“Estelle” Academy of Motion* Jun 2023 - Aug 2023 Pictures of Arts Short Film

- Collaborated with the VFX Supervisor on roto and compositing tasks.
- Completed screen replacements, morphing, and split screen effects.
- Tracked shot progress and assisted in organizing assets, ensuring timely delivery across departments.

Logistics Specialists - US ARMY RESERVES Jan 2021 - Present

- Managed and tracked equipment and supplies, ensuring accurate inventory and accountability.
- Coordinated logistics operations across multiple teams, improving efficiency and on-time delivery of resources.
- Scheduled and organized training operations, balancing personnel availability, equipment readiness, and deadlines.
- Maintained detailed documentation, reports, and tracking systems for inventory, movement, and distribution.
- Communicated across departments and leadership to ensure alignment on mission objectives and logistics needs.

Skills

- ShotGrid
- Internal & External Communication
- Meeting Documentation
- Google Workspace & Microsoft Office
- Project Tracking
- Team Coordination
- Adobe Creative Suite
- Time Management & Prioritization

Education

The Los Angeles Film School
Bachelor of Science in Animation and
Visual Effects
Sep 2019 - Aug 2023

The Los Angeles Film School
Bachelor of Science in Entertainment
Business
Feb 2024 - June 2025

The Los Angeles Film School
Associate in Film
July 2025 - July 2026

Academy Gold Alumni 2023
VFX Production Track

Military Service

ARMY Active Duty, SPC
Combat Engineer

Performed obstacle clearance, fortification construction, and mobility support as a Combat Engineer in active and training environments.
Apr 2016 - Aug 2019

ARMY Reserves, SGT
Logistics Specialist

Managed supply distribution, inventory, and transport operations.
Jan 2021 - Current

Awards

- Army Achievement Medal
- Army Good Conduct Medal
- National Defense Service Medal
- Global War on Terrorism Service Medal
- Korea Defense Service Medal
- Army Service Ribbon
- Overseas Service Ribbon

References

Available upon request