

Alva Zitka

Production Manager

Profile

I have over 5 years of experience as a Production Manager. I am responsible for the management and coordination of all production activities. I ensure that all products are manufactured in accordance with quality standards and specifications. I also oversee the procurement of raw materials, equipment, and supplies needed for production. In addition, I monitor inventory levels and schedule repairs and maintenance when necessary.

Employment History

Production Manager at Walt Disney Animation Studios, CO

Mar 2022 - Present

- Successfully managed and produced 100 episodes of a television show with a team of 20 people.
- Created and executed a budget for the show that saved the company 10% overall while still maintaining high production value.
- Hired and trained new staff as needed to keep the operation running smoothly.
- Streamlined communication between departments to increase efficiency by 15%.
- Worked closely with post-production department to ensure all deadlines were met and quality standards were maintained.

Assistant Production Manager at Pixar Animation Studios, CO

Sep 2017 - Jan 2022

- Successfully managed the production of 10 short films, 2 feature films, and 5 music videos.
- Coordinated with 20+ crew members and 30+ cast members across all projects.
- Saved the company an average of 15% on production costs for each project.
- Completed all projects on time and within budget.
- Received positive feedback from clients on the quality of work produced.

Certificates

Certified Production Manager (CPM)

Aug 2020

Certified in Production and Inventory Management (CPIM)

Aug 2018

Memberships

American Production and Inventory Control Society (APICS)

Society for Human Resource Management (SHRM)

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Education

Bachelor of Science in Industrial Engineering at University of Colorado Boulder

Sep 2012 - May 2017

Some skills I've learned are time management, teamwork, leadership, and how to use different software programs.

Links

[linkedin.com/in/alvazitka](https://www.linkedin.com/in/alvazitka)

Skills

Communication

Organization

Planning

Time Management

Budgeting

Scheduling

Negotiation

Languages

English

Spanish