

MALLORY GABBARD

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SKILLS

Computer Programs

- Microsoft Office- Word, Excel, Powerpoint, Illustrator, Outlook, etc.
- Apple iWork- Pages, Numbers, Keynote, iMovie, iTunes, etc.
- Google Suite - Docs, Sheets, Slides, etc.
- QuickBooks 2025
- ONeil Software Storage System 2025

Design Programs

- Adobe Creative Suite- Photoshop, Illustrator, InDesign, Aftereffects, Animate, Lightroom, Acrobat, etc.
- 2D/3D AutoCad 2025
- 'Novice' Revit 2025
- 2D/3D VectorWorks 2025
- SketchUp 2025
- Unreal Engine 2025

Certifications

- Aerial Lift Certification 2021
- OSHA 10Hr Certification 2021
- USA 829 Scenic Designer 2021-Current

Administrative Organization

- Maintain company calendars, project gantt charts, shipping/tracking, and infrastructure services including office paperwork (physical/digital), plans/drafting, samples, and package logs
- Secretary for internal & external company meetings & direct follow up communication with clients
- Maintain department receipts/purchases, office inventory and interactive customer service
- Organization of shipping/tracking/rentals for the company
- Maintained crew schedules, timesheets, and supplies

Financial Experience

- Ability to maintain a department's purchase receipts, rentals, promotional inventory, and budget
- Experience generating/tracking purchase orders in various programs and via physical forms
- Comprehensive knowledge of setting up credit accounts/vendor relations and all associated required paperwork [i.e. rental contracts, W-9 forms, ACH forms, COIs, check requests, purchase orders, credit one sheets, letters of guarantee, tax exempt forms, etc]
- Knowledge of and experience performing credit card reconciliations
- Ability to manage department timecards

Leadership

- Experience with hiring, scheduling, and managing (1-4) staff members
- Various volunteer and recreational leadership roles

EDUCATION

The University of Southern California, Bachelor of Fine Arts

- * Valid US Driver's License [NY State]
- * Valid US Passport

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EXPERIENCE

Production Designer

- **Production:** Hunts of Eden [Claymation], *November 2019*
Director: Ricardo Munoz
- **Production:** You Can Call Me Ollie [Short], *Spring 2019*
Director: Catherine Dal Canto
- **Production:** Death Fell From The Sky [Short], *Spring 2019*
Director: Lily Darragh Harty

Art Director

- **Production:** RECAP [NY Unit], *September 2025 - December 2025*
Production Designer: Karin W. Holmes
- **Production:** Fourth of July, *July 2021 - September 2021*
Production Designer: Nick Francone

Assistant Art Director

- **Production:** Best Medicine [Cover], *September 2025*
Art Director: Miles Kath

Art/Set Dec Coordinator

- **Production:** The Morning Show [NY Unit], *August 2022 - October 2022*
Art Director: Angelica Borrero-Fortier
Set Decorator: Andrew Baseman

Set Dec Coordinator

- **Production:** Best Medicine [Cover], *July 2025 - August 2025*
Set Decorator: Lauren Crawford
- **Production:** Kiss of the Spider Woman, *February 2024 - May 2024*
Set Decorator: Andrew Baseman
- **Production:** ERIC [NY Unit], *March 2023 - June 2023*
Set Decorator: Andrew Baseman
- **Production:** Poker Face, *January 2022 - July 2022*
Set Decorator: Cathy Marshall
Set Decorator: Elizabeth Eggert Atzberger
- **Production:** Hocus Pocus 2, *October 2021 - January 2022*
Set Decorator: Andrew Baseman

Project Coordinator

- **Company:** Real Hit Media, *July 2025 - September 2025*
- **Company:** Alliance Transfer, *October 2024 - May 2025*

Set Dec PA

- **Production:** Severance S1, *January 2020 - July 2022*
Set Decorator: Andrew Baseman

Scenic Design Assistant

- **Designer:** Takeshi Kata [Summers], *June 2017 - August 2019*
- **Designer:** Se Oh [Summers], *June 2017 - August 2019*

REFERENCES AVAILABLE UPON REQUEST