

## QUALIFICATIONS

A creative production assistant with extensive knowledge of the 2D, CG, and hybrid animation pipelines. Her collaborative experiences and artistic background provide her with a deep understanding of the animation process and how to best help creatives produce their projects.

## EXPERIENCE

- Production Assistant | Walt Disney Animation Studios** **2024 - present**  
*"Frozen 3" Visual Development*
- Managed schedules and assignments for a team of 2 production designers, 2 co-production designers, 2 art directors, and 4+ artists alongside a production supervisor
  - Prepped, drove, and took notes for weekly director reviews and department meetings
  - Coordinated and tracked art and references to deliver to downstream departments such as Assets and Marketing
- Producer | "ROOT"** **2024 - present**
- Helped manage and recruit for the independent 2D animated short film created/ directed by BJ Crawford
  - Handled logistics for the entire production by appointing leadership, implementing pipelines, and building the schedule
- Production Intern | Golden Wolf** **2024**
- Supported the executive producer and directing manager with business development research
  - Helped the resource manager process bookings and staffing
  - Assisted multiple projects at once by taking notes, updating trackers, managing files, and packaging deliverables
- Production Intern | Greyscale Animation** **2024**
- Met regularly with the president, producer, and director to review production tasks
  - Created and managed social media assets
- Asset Coordinator | Asians In Animation Immersive Lab "Be Hong"** **2024**
- Helped manage a crew of 41 across 3 different time zones for the 2D animated short film
  - Broke down scripts for boarding sequences and design assets
- Supervising Producer | SCAD Animation Studios "Time Flies"** **2023 - 2024**
- Recruited and managed a crew of 70 split into 12 departments for the hybrid 2D/CG animated short film
  - Trained and mentored a production assistant, guiding them to complete their work in an efficient manner
- Producer | SCAD 2023 Graduate Thesis Film "For Such A Time"** **2022 - 2023**
- Helped recruit and manage a crew of 35 alongside the creator/director on their CG animated short film
  - Assisted with scheduling for the entire production
- Project Manager | SCADpro X Universal Creative** **2022**
- Presented an immersive pitch to the client using projection mapping
  - Worked on a virtual production LED volume stage with tech and performance staff
  - Compiled org charts for a team of 20 split into 9 departments
- Director, Co-Producer | SCAD 2022 Senior Capstone Film "Through the Looking Glasses"** **2021 - 2022**
- Supervised all aspects of the 2D hybrid animated short film including logistics, marketing, and creative direction
  - Led and organized a global crew of 38 by appointing leadership and implementing pipelines
- Project Manager | SCADpro X Delta TechOps Training** **2021**
- Packaged and shipped deliverables to the client
  - Organized server structure and communication methods

## SOFTWARE

Google Suite (Sheets, Docs, Slides, Drive, Gmail, Calendar, Meet), Microsoft Suite (Excel, Word, PowerPoint, OneDrive, Outlook), ShotGrid, Smartsheet, Basecamp, Trello, Miro, Figma, Adobe Suite (Photoshop, Illustrator, Acrobat, After Effects, Premiere, more), Toon Boom (Storyboard Pro, Harmony), Maya, Perforce, Unreal

## EDUCATION

**Savannah College of Art and Design (SCAD) | Savannah, GA**  
**MFA in Sequential Art | 2022 - 2024 (Excelsus Laureate)**  
**BFA in Animation (Storytelling and Concept Development), Minors in Storyboarding and Drawing | 2019 - 2022 (Magna Cum Laude)**  
*Academic Achievement Scholarship, Artistic Achievement Scholarship, Dean's List*