



## Experience

### KNB Solutions Group, Charleston, SC (Remote)

#### Executive Assistant/Project Management

March 2024 – Present

- Provide administrative support to the non-profit consultant, including managing calendars, and scheduling meetings.
- Assist in the preparation of proposals for clients and stakeholders.
- Conduct research and gather information to support project planning and decision-making.
- Demonstrate professionalism, discretion, and confidentiality in handling sensitive information.

### Crafty Apes VFX, Atlanta, GA (Remote)

#### Animation Production Manager/Junior 3D Animator

June 2023 – March 2024

- Oversaw the coordination and execution of animation in visual effects from client turnover to completion.
- Managed diverse teams of animators and rigging artists to ensure timely delivery of high-quality animations within the company wide animation department (covering seven studios both domestically and internationally).
- Ensured adherence to project specifications and budget constraints throughout the production process.
- Collaborated with creative directors, producers, and clients (as needed) to translate vision into actionable plans.
- Maintained open lines of communication to address challenges and facilitate smooth workflow.
- Utilized strong organizational skills and attention to detail to manage project timelines and resources effectively.
- Stayed updated on emerging technologies to enhance production processes and workflows.
- Fostered a positive and collaborative work environment conducive to creativity, innovation, and continuous improvement.
- Managed administrative tasks such as scheduling and resource allocation to support efficient production operations.
- Created and maintained an animation production hub within ShotGrid to visualize all aspects of the department for ultimate efficiency and information access.
- Developed onboarding training for Animation Coordinator position as it pertains to current animation production pipeline.
- Animator Responsibilities as outlined in position below.

#### Animation Production Coordinator/Junior 3D Animator

April 2022 – June 2023

- Global 3D Animation Coordinator for all six Crafty Apes studios.
- Developed and managed all production aspects within the animation department including but not limited to resource planning/workload management, animation department liaison for project specific production teams, developed animation production staff onboarding documentation, participates in onboarding, and performance review process for animation staff.
- Maintained all aspects of the animation production ShotGrid management tools.
- Took detailed and accurate notes in all meetings throughout the day.
- Assisted senior animators in executing animation projects by creating 3D animations based on provided concepts and storyboard.
- Collaborated with the animation team to ensure consistency and quality in animations produced.
- Applied animation principles such as timing, weight, and posing to create believable character movements.
- Followed direction from supervisors and incorporate feedback into animation revisions to achieve desired results.

- Worked within project timelines and deadlines to deliver animations on schedule.
- Participated in team meetings and brainstorming sessions to contribute ideas and solutions to animation challenges.
- Continuously improved animation skills through self-learning, training, and feedback from peers and supervisors.
- Assisted in maintaining organized files and documentation related to animation projects.
- Adapted to changing project requirements and contributed positively to a collaborative and creative work environment.

### **Freelance 3D Animator, Orlando, FL (Remote)**

**May 2021 - Dec. 2023**

- Character animator of a promo for "Run Totti Run" directed by Shad Bradbury
- Character animator for Little Fan written and directed by Sveta Yuferova, co-directed by Shad Bradbury
- Character animator for Nuzyra medication marketing campaign shown at medical conferences.

## **Software**

Autodesk Maya, AnimBot, ShotGrid/Shotgun Studio, Adobe After Effects, Adobe Photoshop, Procreate Studio, Google Suite, Microsoft 365 – Basic knowledge of Unreal Engine and Houdini

## **Education**

### **Animation Mentor Certification**

**June 2020 - Sept. 2021**

### **Savannah College of Art and Design, Savannah, GA**

**Sept. 2018 – May 2020**

- BFA in Animation, Summa Cum Laude (4.0)
- Relevant Courses: 3D Animation Principles, Expressive Character Acting, Character Performance Essentials, Character Set-up and Animation, 3D Character Animation: Performance & Dialogue

### **Mount Ida College, Newton, MA**

**Sept. 2015 – May 2018**

- GPA 3.97, Dean's List – Animation Program
- Relevant Courses: Animation Principles, History of Animation, 3D Animation I, Rigging, Acting for Animation