



Scheduler & Coordinator

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EDUCATION

School of Visual Arts - *BFA Animation*

Graduated May 2019

WORK EXPERIENCE

Hornet, New York, NY - *Scheduler & Internship Coordinator* Nov 2020 - Present

- Performs all the same duties as Scheduling Assistant, but has since trained several new additions to the Scheduling Team
- Collaborates with Head of Production and Production Supervisor to bring new tools to the studio and streamline the management of creative resources
- Represents Hornet at career fairs, portfolio days and school talks to find emerging talent
- Responsible for coordinating the Hornet Internship program. This entails advertising the program, reviewing all application submissions, scheduling interviews, onboarding interns and monitoring their progress throughout their time at Hornet. Most recently partnered with our CG Leads and Supervisor to create a new training assignment to onboard CG Generalist and Compositing Interns

Hornet, New York, NY - *Scheduling Assistant*

July 2020 - Nov 2020

- Works alongside directors, producers and leads to handle creative resource needs for various commercial projects
- Develops and maintains relationships with artists and agents, including managing crew holds, challenges and bookings
- Keeps creative resource databases up to date
- Assists with outreach, recruitment and Hornet's Internship Program

Hornet, New York, NY - *Office Production Assistant*

Feb 2020 - July 2020

- Responsible for administrative tasks such as the organization and maintenance of the office, running errands and providing telephone support
- Assisted in updating creative resource databases

Cartuna, Brooklyn, NY - *Background Artist*

August 2019 - Jan 2020

- Background designer on an upcoming Cartuna Original. Responsible for creating the background style of the show
- Worked off of animatics to design and paint all backgrounds for the series

Pencilmation - *Color Stylist*

March 2019 - June 2019

- Collaborated with directors to design color palettes for the Pencilmation shorts, a popular Youtube web series
- Colored key animation frames to be sent to Pencilmation animators for reference

Augenblick Studios, Brooklyn, NY - *Background Artist*

July 2018 - August 2018

- Promoted from intern to summer hire. Worked off establishing shots to design backgrounds from multiple angles for "The Jellies" - Season 2
- Created symbols of design assets for reuse in Flash

SOFTWARE

Google Suite, Slack, ICFM/CETA, Airtable, Adobe Flash, Photoshop

ACHIEVEMENTS

School of Visual Arts Post Production Film Grant

School of Visual Arts Enhanced Chairman's Merit Award