



Lizzy Dolce Scheduling & Creative Resource Coordinator

lizzydolce.com . [LinkedIn](#) . edolce43@gmail.com . 631 275 3271 . New York, NY

Summary

With a comprehensive understanding of the animation pipeline from bidding to final delivery, I bring 4 years of experience staffing Cel, CG, and Motion Design talent for Animation and VFX. I'm passionate about nurturing junior talent and have directed a studio internship program as well. I have a creative and upbeat personality and enjoy forming genuine connections with candidates and building stellar teams for production!

Education

School of Visual Arts 2019

BFA Animation

Skills

- Full life-cycle recruiting
- Applicant tracking systems
- Program management
- Interpersonal skills
- Communication
- Collaboration
- Scheduling
- Presenting
- Mentoring

Software

- ICFM/CETA
- Airtable
- Google Suite
- LinkedIn Recruiter
- Milanote
- Slack
- Excel

Achievements

- School of Visual Arts Post Production Film Grant
- School of Visual Arts Enhanced Chairman's Merit Award

Work Experience

Hornet Animations, New York, NY

Talent Coordinator

Jan 2023 - Jan 2024

- Identified local and international talent for high-end commercial projects. Successfully placed hundreds of candidates on productions with 2-day to 2-week turnarounds from job notification to initiation.
- Conducted weekly staffing meetings by providing Leadership with a detailed overview of staff and freelance allocations; noting all capacity and identifying alternative staffing solutions when conflicts arose.
- Facilitated the migration of creative resource database from Google Sheets to Airtable and developed a robust tagging system to efficiently pull short lists from a talent pool of 3,000+.
- Organized retrospectives to gather feedback on talent post-project completion. Ensured proper documentation of talent strengths and interests, enabling the team to make more intentional staffing decisions for future projects.
- Oversaw in-person school visits to Hornet, collaborating with Leadership to determine the format and itinerary of each visit and delivering engaging presentations to students.

Scheduler

Nov 2020 - Jan 2023

- Cultivated relationships with freelance artists and agents while confirming and communicating crew holds, bookings and challenges in a high volume environment.
- Maintained the creative resource database and conducted daily updates in our internal production database, CETA, to guarantee precise data management of bookings and staff outages.
- Directed the Hornet Internship program, overseeing promotional strategies and the full life-cycle recruitment process. Achieved 1-2 full-time hires per internship and fostered lasting freelance relationships with program graduates.
- Represented Hornet at a diverse range of local and national design schools. Doubled internship applicant submissions and expanded the studio's influence by hosting informational presentations and portfolio review sessions for emerging professionals.

Scheduling Assistant

July 2020 - Nov 2020

- Partnered with the Scheduling Team to source new talent for commercial projects and provided organization and maintenance of the creative resource database.