



# Lizzy Dolce Talent Acquisition Coordinator

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## Summary

With a comprehensive understanding of the animation pipeline from bidding to final delivery, I bring experience staffing Cel, 2D and CG talent for fast-paced commercial projects. I love being in a role where I can channel my creativity and upbeat personality into connecting with people and building stellar teams for production! Additionally, I'm passionate about Early Careers Mentorship and have directed a studio internship program.

## Education

### School of Visual Arts

BFA Animation

## Skills

Full life-cycle recruiting  
Applicant tracking systems  
Interpersonal skills  
Communication  
Collaboration  
Recruitment/Outreach  
School Relations  
Early Careers mentoring

## Software

ICFM/CETA  
Airtable  
Google Suite  
LinkedIn Recruiter  
Slack  
Notion  
Greenhouse ATS

## Volunteering

### School of Visual Arts Guest Lecturer

Presents to "The Business of Being an Artist" classes within the 3D Animation and Visual Effects Department  
Spring 2024 - Present

### Women in Animation Scholarship Judge

Second-round judge for the 2024 WIA Scholarship Program  
Winter 2024

### SIGGRAPH 2025 Volunteer Committee

Supporting outreach efforts for the SIGGRAPH 2025 Computer Animation Festival  
Winter 2025 - Present

## Work Experience

### Brand New School, New York, NY

2024 - Present

*A design-driven creative company that partners with modern brands to produce 2D & 3D Animation, Editorial and Live Action content for broadcast, social media, 360 and OOH campaigns.*

#### Talent Coordinator May 2024 - Present

- Leverage various staffing resources, including Greenhouse ATS, LinkedIn Recruiter, social media, and local talent organizations, to cast freelance and staff artists for projects in a way that respects their creativity and bandwidth.
- Lead bi-weekly resourcing meetings for Stakeholders to proactively anticipate staffing needs and ensure creative teams have access to the best talent.
- Streamline recruitment by pulling selects from the ATS into a digestible shortlist for Leadership to review- bringing transparency to where in the talent pipeline our candidates are and making sure we're responsive throughout the hiring process.
- Onboard and off-board talent by working cross functionally with the IT and HR departments.

### Hornet, New York, NY

2020 - 2024

*An award-winning production studio that produces Design, Motion Graphics, Cel Animation and CG Animation/VFX for high-end commercial clients.*

#### 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.