



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 Triage Committee

First-round judge for film submissions to the SIGGRAPH 2025 Computer Animation Festival
Upcoming, Winter 2025

Work Experience

Brand New School, New York, NY

2024

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.