



Lizzy Dolce

Talent Coordinator

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New York, NY

Education

School of Visual Arts
BFA Animation
Graduated May 2019

Software

ICFM/CETA
Airtable
Google Suite
LinkedIn Recruiter
Milanote
Slack

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

- Collaborated with Directors, Producers and Leads to identify talent for fast-paced commercial projects in a proactive and self-motivated manner. Achieved successful staffing outcomes by utilizing various staffing resources to help find the best talent, such as Airtable, CETA, Recruitment Platforms and local talent organizations.
- Led weekly staffing meetings with Executive Producers, Leadership and Producers/PCs by providing a detailed overview of staff and freelance weekly allocations; noting all capacity and collaborating with the team to identify alternative staffing solutions when conflicts arose.
- Partnered with Head of Talent to optimize processes for internal Talent Team usage as well as cross departmental communications and workflows. This included the migration of our creative resource database from Google Sheets to Airtable, and developing a robust tagging system to pull specific short lists from our 3,000+ talent pool.
- Organized "Wrap Parties" with Directors, Producers and Leads to get in-depth feedback on talent once a project had been delivered. Took extensive notes to ensure that talent's strengths and interests were properly logged in Airtable so that we could be more intentional when staffing future projects.
- Continued the management and oversight of the Hornet Internship Program while continually enhancing the full life cycle recruitment process and providing mentorship opportunities.
- Oversaw any school visits to Hornet, collaborating with leadership about the format and itinerary for the visit and presenting as needed.

Scheduler

Nov 2020 - Jan 2023

- Cultivated relationships with artists and agents while confirming and communicating crew holds, bookings and challenges in a high volume environment
- Ensured creative resource database was accurately maintained and our internal production database, CETA, was updated on a daily basis.
- Managed the semi-annual Hornet Internship program by developing promotional marketing strategies and materials, leading the recruitment process, seeing cross-departmental onboarding tasks through to completion and partnering with various department leads to identify client projects in which to place interns.
- Planned, scheduled, led presentations and represented Hornet at a diverse range of local and national design schools to expand studio reach and provide valuable information to emerging professionals.

Scheduling Assistant

July 2020 - Nov 2020

- Sourced new creative talent for commercial projects and supported the Scheduling team with talent database organization and maintenance.

Office Production Assistant

Feb 2020 - July 2020

- Provided the Scheduling Team with data entry support.
- Prepared office for client visits, events, and internal team building activities.
- Managed all administrative responsibilities including upkeep of the office, responding to phone inquiries, desk assignment and errands for leadership.