

☆ SABRINA VEGA ☆

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EXPERIENCE

Production Assistant

Nov 2023 - Present

Adult Swim

- ◆ Oversee information on 20+ SMALLS shorts, 6 Kids & Family Productions, and an Untitled live action feature by tracking deadline and production updates in weekly meetings.
- ◆ Schedule and maintain meetings across departments while also leading our Kids & Family call by providing an in-depth production update document for multiple shows to review with our internal team and take notes.
- ◆ Track multiple updates on SMALLS and Kids & Families through Smartsheets and Excel by listing metadata for shorts, legal / S&P responses, Harding Test results, approvals and ratings, and deadlines of animation phases.
- ◆ Distribute e-mails for creators outreach, answer production questions, and follow up on document deliverables post-production.
- ◆ Support productions with daily tasks of submitting music cues, conforming scripts, and processing check requests.
- ◆ Organize travel arrangements for cast and crew during the production of our Untitled feature.
- ◆ Take initiative to learn about other productions and teams by reaching out to other departments for insight and assist in passion projects for diversity outreach as well as providing additional support to varied teams in Adult Swim.

Freelance Art Director

June 2021 - Dec 2021

Mobile App Game 'Water King'

- ◆ Communicated with a tech team through phone-call and video chat meetings bridging the art team and coding team together for final design choices along with writing down team brainstorm sessions and comments.
- ◆ Tracked and created invoices and billing for business sponsor while touching-base to give biweekly updates on the project.
- ◆ Developed character designs, 2D animations, and color designs with weekly check-ins and quick production workflow.
- ◆ Listened to feedback and adapted to quick changes in a deadline driven environment by adhering to personal timeline spreadsheets.

2D Animation Lead & Story Artist

Aug 2019 - May 2021

UCF SVAD Short Film 'Forget Me Not'

- ◆ Led the 2D Animation team by providing PDF feedback notes in weekly shot check-in meetings on acting, clean-ups, and ensuring the team stayed on-model while also providing office hours to individual teammates via one-on-one Zoom meetings.
- ◆ Collaborated within the story team writing screenplays, comedic gags, and revising draft scripts in Final Draft.
- ◆ Organized shot assignments and deadlines on Google Sheets and taking notes during Dailies with professor feedback.
- ◆ Participated within multiple teams varied throughout pre to post production resulting in animation production pipeline knowledge.

ORGANIZATIONS

◆ Latinx in animation ◆ Women in Animation ◆ Rise Up Animation ◆ MIA Volunteer

SKILLS

* Storyboard Pro * Final Draft * Adobe Creative Suite * Zoom * Smartsheet Proficiency
* Microsoft Office * Google Suite * Autodesk Maya * Bilingual: Spanish * Rhythm Game Connoisseur

EDUCATION

University of Central Florida ☆ Bachelor of Fine Arts: Character Animation