

☆ SABRINA VEGA ☆

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EXPERIENCE

Human Resource Coordinator

July 2022 - June 2023

Allied Universal

- * Oversaw 20 new-hire candidates daily by creating and maintaining 'New Employee Orientation' schedule sheet for onboarding employees and archiving employee data in analog files and digital database systems.
- * Led Onboarding Orientation Training by clearly verbally presenting new hires with company onboarding, benefits, and guidelines bilingually in English and Spanish as well as computer assistance with digital HR compliance documents.
- * Responsible for admin communication through e-mail, Microsoft Teams, phone calls, scheduling Zoom meetings and taking notes in meetings via analog and digital documents.
- * Managed uniform expenses for 100+ sites and 5000+ employees alongside tracking packages, deliveries, and uniform inventory for managers and internal admin organized through Excel spreadsheets and Microsoft Word documents.

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 Basic Proficiency
- * Microsoft Office
- * Google Suite
- * Autodesk Maya
- * Bilingual: Spanish
- * Rhythm Game Connoisseur

EDUCATION

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

ONLINE TRIALS

Smartsheet Free Trial