

SABRINA VEGA

sabrinavegart@gmail.com ✦ (305) 316 -1046 ✦ www.sabrinvega.com ✦   [@sabvart](https://www.linkedin.com/in/@sabvart)

EXPERIENCE

Production Coordinator

Feb 2026 - Present

Adult Swim

Experienced with Digital & TV Animation Shorts In-House Production, Live Action feature, and Third Party Acquisitions

- ◆ Review 200+ pitch submissions quarterly, delivering internal development notes while tracking materials and maintaining organized database archives.
- ◆ Deliver detailed creative feedback to applicants in the SMALLS Program, focusing on story, character development, and clarity of concept in digital animation shorts while simultaneously identifying and referring creators to the program.
- ◆ Coordinate production expenses using SAP Concur, handling corporate card reconciliation and ensuring accurate cost tracking.
- ◆ Manage intern training on-site while providing intern handbook and outlining tasks and responsibilities on production workflows, tools, and team processes supporting smooth day-to-day operations.
- ◆ Support the Head of Production by stepping in on Executive Assistant responsibilities and helping maintain team continuity when needed.

Production Assistant

Nov 2023 - Feb 2026

Adult Swim

- ◆ Oversee 30+ SMALLS shorts annually, tracking deadlines & updates via weekly meetings, daily check-ins, and reporting to Associate and Executive Producers.
- ◆ Track 430+ SMALLS shorts database using Smartsheets by updating metadata, legal / S&P notes, Harding Tests, ratings, linear requirements, & deadlines of iterations / digital releases.
- ◆ Support digital and linear releases by submitting music cues via RapidCue, conforming scripts through Final Draft, reviewing legal deliverables, processing check / ACH invoices, & sharing latest cuts through Frame.io.
- ◆ Schedule & review guidelines kickoff meetings with new creators & provide detailed internal notes for follow-ups.
- ◆ Distribute emails for onboarding, answering production questions, & post-production deliverables.
- ◆ Coordinate Google Forms, guest lists, vendors, & travel for AS Smalls & Off the Air Screening in Los Angeles.
- ◆ Assist with DEI initiatives in collaboration with LXiA and BNA and serve as a liaison for new creators through outreach.

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 ✦ Viva La Animación

SKILLS

- ◆ Storyboard Pro
- ◆ Final Draft
- ◆ Adobe Suite
- ◆ Microsoft Office
- ◆ Google Suite
- ◆ Smartsheets
- ◆ Frame.io
- ◆ Autodesk Maya
- ◆ Bilingual: Spanish
- ◆ Pokémon Master

EDUCATION

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