

# SABRINA VEGA

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## EXPERIENCE

### Production Assistant

Nov 2023 - Present

*Adult Swim*

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

- ◆ 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.
- ◆ Review pitch submissions quarterly, offering development insight, internal/creator feedback, & database archiving.
- ◆ 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.

### Human Resources Coordinator

July 2022 - June 2023

*Allied Universal*

- ◆ Facilitated daily onboarding presentation for 20 new hires by updating New Employee Orientation (NEO) trackers, and inputting employee data in digital / analog database systems.
- ◆ Performed bilingual (English/Spanish) orientation sessions covering company policies, benefits, and HR compliance with hands-on communication and digital assistance.
- ◆ Handled administrative communication via email, Teams, and calls including tracking and note-taking via Microsoft Word Doc.
- ◆ Oversaw uniform expenses & inventory for 100+ sites and 5,000+ employees, tracking shipments and supplies via Microsoft Excel.

### 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

## SKILLS

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

## EDUCATION

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