

# ALICIA NICHOLAS

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## ASPIRATION

To provide unparalleled support to DreamWorks Animation Television's new CG Preschool show, as a **Production Coordinator**. 57145BR

## QUALITIES

STRONG COMMUNICATOR    POSITIVE ATTITUDE  
TECHNOLOGY SAVVY    PRECISE NOTETAKER  
DETAIL DRIVEN    ACCURATE SCHEDULER  
MASTER MULTI-TASKER    RELIABLE TEAMMATE  
EXCELS UNDER PRESSURE    KEEN LEARNER

## PROFESSIONAL EXPERIENCE

**CTN STUDIO – BURBANK, CA**  
PRODUCTION COORDINATOR | 2019 – PRESENT

Thorough understanding of the CG animation pipeline. Excels both autonomously and on a team. Flexible nature with the ability to anticipate needs, problem solve, and prioritize multiple tasks in a dynamic, deadline-driven work environment. Brainstorms, plans, and executes workflow improvements. Managed assets on the studio server with organizational accuracy. Proactively manages schedule with alertness to topics, deadlines, and conflicts. Checks-in often with studios/artists to acquire assets and stay on schedule. Meets productivity goals, under deadline. Provides guidance, instruction, and mentorship to Production Assistants and Interns - assigning, delegating, and overseeing projects and tasks. Communicates well with others at all levels.

**AQUAMEN ENTERTAINMENT – HOLLYWOOD, CA**  
VISUAL DEVELOPMENT PRODUCTION ASSISTANT | 2017 – 2019

Provided superb production support to the Visual Development department for this unannounced 3D animated feature film. Collaborated well with freelance/in-house artists to ensure assignments were clear and delivered on-time. Maintained scheduling, and resolved goal conflicts. Prepared assets for review (board or playlist format), and packaged for shipment to outsourcing studio. Recorded notes with great attention to accuracy in daily 'Vis Dev' reviews, and distributed notes in a timely manner. Managed assets daily within the studio database and Shotgun, maintaining proper hierarchy and naming nomenclature. Ensured proper preparation for meetings/reviews - created meeting agendas. Created a studio-wide template for artists, with tracking properties and logo for all assets.

**R<sup>2</sup> MEDIA, INCORPORATED – TUSTIN, CA**  
WEB DESIGNER | 2014 – 2015

Created the bold look, clean layout, and engaging features for this advertising agency's website. Built and maintained a charming front-end style guide, coordinating with R<sup>2</sup> Media's copywriter and graphic artist. Scheduled meetings that fostered a healthy, open conversation between the client and team. Eye-catching icons popped, while my animation guided the eye through the content well.

**OCÉ PRODUCTION SERVICES – IRVINE, CA**  
ADMINISTRATIVE ASSISTANT | 2012 – 2013

Provided quality administrative and reception support to a variety of professional companies – among these were top-level law firms and corporate auto headquarters. Filed confidential court case documents with great care and accuracy. Directed calls with discretion and precision. Managed demanding schedules for multiple attorneys, and was perceptive in anticipating the needs of the office.

**NICKELODEON ANIMATION STUDIO – BURBANK, CA**  
PRODUCTION INTERN FOR SPONGEBOB SQUAREPANTS | 2009 – 2010

Provided excellent production support to the *SpongeBob SquarePants* show. Organized storyboard breakdowns, by scouring the design database for new character, prop, and background references. Prepared storyboards for new episodes from concept to shipment by scanning, copying, numbering, and stamping each. Archived original SpongeBob background paintings for preservation, maintaining organizational accuracy. Maintained confidentiality of all studio assets and practices.

## EDUCATION

**BACHELOR OF FINE ARTS, ANIMATION**  
CALIFORNIA STATE UNIVERSITY, FULLERTON | 2014

**ASSOCIATE OF ARTS DEGREE, ART**  
FULLERTON COLLEGE | 2013

## MASTERED SOFTWARE (MAC AND WINDOWS)

**OFFICE**  
WORD  
EXCEL  
KEYNOTE  
GOOGLE PRODUCTS

**ADOBE**  
PHOTOSHOP  
ILLUSTRATOR  
PREMIERE PRO  
BRIDGE

**ARTISTIC**  
MAYA  
ZBRUSH

**PRODUCTION TRACKING**  
SHOTGUN  
JIRA  
CONFLUENCE  
FILEMAKER PRO  
FLIX

## GROUPS

**WOMEN IN ANIMATION**  
SEPTEMBER 2016 – PRESENT

**CTN ANIMATION EXPO**  
NOVEMBER 2009 – PRESENT

**THE OATLEY ACADEMY**  
JANUARY 2015 – PRESENT

**NASH DUNNIGAN MENTORSHIP**  
DECEMBER 2019 – PRESENT