

Kiera Tomlinson

Animation Production

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Resourceful production assistant with 4+ years of experience supporting production and office teams. Excellent skills related to administrative tasks accompanied with a deep familiarity of the animation production pipeline.

EDUCATION

University of Colorado Denver

Bachelor of Fine Arts in 3D Graphics and Animation

August 2021 - May 2025

SKILLS

Microsoft Office, Google Suite, Adobe Creative Suite, Windows/Mac OS/Linux, Maya, Unreal Engine 5, Photoshop, Shotgun, Data Entry, Telephone Etiquette, Calendar Management, Inventory Management, Scheduling, Note Taking, Script/Storyboard Organization, File System Organization, Customer Service, Time Management, Communication

RELEVANT EXPERIENCE

Production Coordinator

January 2024 - May 2025

CU Denver, BFA Thesis

- Managed a team of 7 animators over 3 semesters following a flexible schedule to allow for quick course of action changes depending on where we were in the production pipeline
- Monitored tasks and progress, leading stand up meetings and consistently communicating with teammates to check for roadblocks
- Tracked progress of over 150 assets and 75 shots in Excel
- Organized file system for accessible and orderly use
- Formatted multiple PowerPoints each semester presenting progress of the film

Front Desk Administrative Assistant

October 2021 - May 2023

CU Denver College of Arts and Media

- Answered phone calls and directed callers accordingly
- Scheduled zoom advisory meetings for CU Denver students
- Checked in students for meetings with staff and advisors
- Provided excellent customer service by enthusiastically communicating with peers and answering questions with a positive attitude

Production Assistant

Summer 2019/2020

Serenity Forge

- Performed quality assurance for 2 video games: Half Past Fate and Once Upon a Coma
- Play-tested video games: Once Upon a Coma and Where the Water Tastes like Wine
- Overlooked video game pitches before sent for approval
- Added characters to levels in Unity and built 3D models to create environments
- Animated 15 pixelated sprite idles for Half Past Fate
- Showcased video games at Comic-Con and assisted attendees with purchases
- Worked with a creative team in person and over Slack

Administrative and Design Assistant

August 2024 - May 2025

CU Denver Office of Advancement

- Designed and posted quality social media posts promoting alumni and upcoming events
- Edited and animated motion graphics videos for donors and alumni
- Created designs for labels and journal covers
- Formatted documents and organized files in a shared digital space
- Multitasked projects with multiple coworkers and peers
- Organized office space and inventory consistently

INTERESTS

Violin/Fiddle, Drawing, Herbalism, Medieval Celtic Art History, Dungeons & Dragons, Comics, Video Games, Puzzles