



| PROFESSIONAL SUMMARY

An innovative and intuitive aspiring producer, writer, and artist passionate about creating stories that depict the nuances of humanity while uplifting the voices of marginalised communities. I've undertaken production roles in a 2D student animation environment co-ordinating short films within a tight turnaround while stepping into roles across the entire production pipeline. My experiences as producer and production assistant included curating, organising, and managing the evolving project pipeline, schedule, and administrative duties for our 30+ member team while creating resource guides and overseeing feedback alongside the Director. This allowed me to develop strong interpersonal communication skills, efficient processes, and solutions to re-assess priorities to ensure a quality production was completed.

| KEY SKILLS

- **Organisational Skills & Time Management:** Highly organised with the ability to prioritise tasks, manage deadlines, and ensure trackers are briefed and up-to-date, contributing to efficient workflows and quality outcomes.
- **Written Communication:** Skilled in gathering, processing and synthesising resources to create effective guides, documents, and PowerPoints to produce efficient, standardised workflows.
- **Problem-Solving:** Adept at identifying issues as they arise and applying intuitive solutions to ensure production stays on track and to continually strive for improvement.
- **Interpersonal & Leadership Skills:** Strong communicator with experience leading and collaborating with diverse internal and external stakeholders.
- **Adaptability & Fast Learner:** Quick to learn new procedures, software, and revolving industry standards, ensuring smooth hand-offs between departments and continuous growth.
- **Attention to Detail & Visual Versatility:** Adaptable to different visual styles and able to reproduce processes quickly to create effective designs and compositions that convey compelling narratives.

| SOFTWARE

- | | |
|---------------------------------|----------------------------------|
| • Adobe Creative Suites | • Autodesk Maya Dragonframe |
| • Toon Boom Storyboard Pro | • Google Suite Microsoft Suite |
| • Clip Studio Paint Procreate | • Airtable Slack |
| • Final Draft WriterDuet | • Oracle CRM |

| EDUCATION

- **Bachelor of Animation | Major in Art Direction** Griffith University (2021 - 2023)
- **B.F.A. in Animation | Semester Exchange in 2D Layout, Scriptwriting, and Storyboarding** University of Technology, Arts and Design in Madrid, Spain (Sep 22 – Jan 2023)
- **Bachelor of Arts | Majors in Writing & Korean** The University of Queensland (2019 - 2023)

| PROJECTS

Cadence (2023) | 2D Animated Short Film *Producer, Concept, Layout, Background Artist, Animator, Composer*

- Developed and maintained production trackers and onboarding processes that were easily accessible for team members to ensure streamlined communications and set expectations.
- Co-ordinated weekly schedule deadlines, meetings, outreach, and administrative duties for a 30+ member team.
- Created resource guides and oversaw feedback with the Director and Project Leads while completing tasked concept designs, layouts, backgrounds, and animation.

Lost and Found (2024) | 2D Animated Short Film *Production Assistant, Background Layout Artist*

- Stepped in to alleviate menial tasks and responsibilities off the Project Leads. Reassessed priorities for the production pipeline, developed clear schedules, and set weekly goals to ensure production stayed on track.
- Shared resources and provided suggestions on how to improve team morale and effective communication.



| EMPLOYMENT HISTORY

Freelance Artist & Writer *ABN Available on Request*

Jun 2022 – Current

Administration Assistant *International Admissions - The University of Queensland*

Aug 2024 – Current

- Provided high quality confidential administrative support to the International Admissions team handling student application queries through email and phone services.
- Participated in the development, implementation, and review of internal processes and work practices to improve the Student Application process, working to deadlines, and establishing work priorities.

Client Services Assistant *Student Administration - The University of Queensland*

Sep 2020 – Oct 2024

- Provided high quality confidential support to students and external clients through phone, email, chat and counter services.
- Liaised with Faculties, Schools and other UQ teams to provide assistance to students as a first point of contact, maintaining knowledge of the revolving processes across all departments.

LMS Migration Lab Officer *Arts, Education, Law Faculty - Griffith University*

Jan 2022 – Jul 2023

- Facilitated course migration of the Learning Management System: Blackboard to Canvas, adapting to new systems and processes.
- Liaised with Learning & Teaching Consultants and Academic Staff to initiate effective improvements to the student learning interface.

Hospitality Roles

2016 – 2019

- Handled front-facing customer service, excelled in upselling product, advertised promotions, and organised display merchandise while maintaining clean, hygienic, and well-organised food preparation zones.

| PROFESSIONAL DEVELOPMENT

Creative Team Member *Asians in Animation*

2022

- Volunteer for the Asians in Animation Creative Team. Assisted in content creation, writing projects and developing monthly theme brandings for the AIA social medias and website.

UQ Student Volunteer + HASS Digital Community *Humanities, Arts, and Social Sciences Faculty*

2020 - 2021

- Collaborated and ran university-wide events providing informal advice, guidance, and answers to new students.
- Engaged in content creation and improving the social media presence of the Humanities, Arts, and Social Sciences Faculty platforms.

UQ HASS Leadership Program *Humanities, Arts, and Social Sciences Faculty*

2020

- Collaborated with peers and mentor to undertake project planning adhering to university guidelines, policies, and branding. Developed and produced the student event 'HASS Amazing Race'.

| REFERENCES available on request.