Kay Reilly

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PROFESSIONAL EXPERIENCE

Iyuno-SDI Group, Culver City, CA - *Digital Asset Specialist*
September 2022-December 2022

- Ingesting incoming and outgoing audio and video assets for hundreds of entertainment clients via internal processing queue

Rough Draft Studios, Inc, Glendale, CA - *Production Assistant*
March 2022-August 2022

- Exporting storyboards, copying/scanning x sheets, counting film rolls, making production runs , compiling shipping materials for episodes to export, and general production support
- Reception duties including taking calls and messages for producers and signing for packages
- Office clean up, restocking supplies, and maintenance of kitchen

Gumption Pictures, Los Angeles, CA - *Administrative Assistant*
August 2021-March 2022

- Administrative email correspondence between assistants and producers of various production companies working with Gumption
- Scheduling internal and external meetings for various creative pitches and business with outside producers and collaborators
- Compiling monthly expense reports and research assistance
- Organizing Google Drive assets and forms

Funhaus (Rooster Teeth Productions), Los Angeles, CA - *Production Intern*
January 2018-August 2018
- Created Photoshop edits for comedy in various Youtube and Rooster Teeth productions by the video editors.
- Compiled footage for editors to use in recap segments of videos.
- Assisted with physical prop set up and take down, props and stage sets.

LMU School of Film and Television, Los Angeles, CA - *Animation Office Assistant*
August 2015-March 2017

- Assisted the technical supervisor and all students of the Animation Department
- Organized physical and digital reference files
- Program installation, troubleshooting, clerical/office tasks.

SKILLS

Traditional and Digital 2D Animation

2D Character Design and Illustration

Storyboarding

Photo Editing and Manipulation

Video Editing

Presentation and Pitching

Communication

Organization

Note Taking

Scheduling

SOFTWARE

Toon Boom (Harmony and Storyboard Pro)

Adobe CCS (Photoshop CS, Animate CC, Premiere Pro, Audition, Illustrator, Acrobat)

TVPaint 10-11

Microsoft Office (Word, Powerpoint, Excel)

Google Suite

Final Draft 10

Zoom and Teams

EDUCATION

Loyola Marymount University, Los Angeles, CA—
BA in Animation

May 2019