



# LINDSEY HITO



## ANIMATION PRODUCTION MANAGEMENT

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Savvy production professional knowledgeable in production software, attentive to detail, communicative, and with passionate experience in writing.

### ANIMATION PRODUCTION EXPERIENCE

#### PRODUCTION COORDINATOR (SPIDER-MAN: FRESHMAN YEAR)

*Marvel Studios Animation* / April 2024 - Present

- Coordinating meetings for Artist Check-In's and reviews with the Showrunner / Head Writer, Director, and Supervising Producer.
- Serving as the main point of contact for a team of 6 artists and a Production Designer. Keeping track of artist assignments, files, notes, and department needs.
- Analyzing Script materials to build Asset and Location sheets for artist assignments.
- Ingesting and tracking show asset files and versions using show naming conventions through Bluescape, Shotgrid, OneDrive, and internal drive.

#### PRODUCTION ASSISTANT (SPIDER-MAN: FRESHMAN YEAR)

*Marvel Studios Animation* / February 2023 - April 2024

- Tracked and provided daily notes on important action items from the Executive Producer, Supervising Producer, and Animation Supervisor.
- Utilized Shotgrid, SyncSketch, and Excel for daily tasks in the Layout, Animation, FX, and Edit departments.
- Received vendor deliveries and organized files and assets in Marvel's internal drive. Ingested shots into SyncSketch, organized items by preferred order, and resolved technical issues.
- Drafted and delivered emails concerning production needs out to the production team and artists.

#### FEATURE PRODUCTION INTERNSHIP (THE WILD ROBOT)

*DreamWorks Animation* / June 2022 - September 2022

- Provided notes from the Production Designer and Director on an unannounced feature's Art Department.
- Built presentations on SyncSketch and drove meetings. Updated weekly timesheets and dailies agendas.
- Coordinated and scheduled meetings for the production team and assisted maintain the production calendar.
- Ensured team morale through creative reminders and celebrated milestones through team themed emails.

### WRITING CLASSES

#### SKETCH WRITING WORKSHOP A with George McGrath

*The Groundlings* / April 2024 - Present

#### SKETCH WRITING 101

*Improv LA* / April 2024 - Present

#### TV Staff Writer Boot Camp with Chris Amick

*Remote* / December 2023

### EDUCATION

#### CALIFORNIA STATE UNIVERSITY NORTHRIDGE, DECEMBER 2021

Bachelor of Science, Business Administration

### ORGANIZATIONS

- T Howard Foundation FTP Summer 2022
- Women In Animation (WiA) Mentee Spring 2022
- LatinX In Animation (LXiA)
- Fred Rogers Writer's Neighborhood 2023 - Finalist (Neighbor)

### SOFTWARE

- Final Draft
- ShotGrid / Flow Production
- SyncSketch
- Bluescape
- Google Suite ( Docs, Sheets, Calendar, Gmail )
- Microsoft Office ( Word, Excel, PowerPoint, Outlook )
- Adobe Photoshop
- Storyboard Pro

### SKILLS

- Bilingual (Spanish)
- Communicative
- Detail Oriented
- Tech Savvy
- Works Well Under Pressure

### INTERESTS

- Cafe Hopping
- Children's Books
- Dancing
- Puzzle / Riddle Solving
- Reality Game Shows
- Sketching
- Soup Recipes
- Theme Parks