

Sarah Puzio

Aspiring Production Coordinator for TV/Film Animation and Entertainment.

Portfolio: spuz.io
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EXPERIENCE

AvalonBay, Burbank, CA — *Community Consultant*

AUGUST 2019 - DECEMBER 2020

- Addressed/ Documented resident escalations, concerns, and complaints
- Arranged weekly meetings and events for Tours, Move-ins, Move-outs while enforcing COVID-19 Protocol
- Reviewed and corrected 4 applications daily
- 2 time recipient of Leasing Leader Award (Hit leasing goal within 1st week of Month)

Maryland Institute College of Art (MICA), Baltimore, MD

— *Teaching Assistant*

SEPTEMBER 2016 - MAY 2018

- Co-Instructed Courses: Intro to 3D Animation, Pre-Production for Animation, and NASA: Science/Animation
- Worked individually with ~22 students per class to monitor deadlines and progression on films
- Liaison between students and faculty
- Provided critiques on student animations
- Set up meetings and supported student's/professor's needs

NASA, Greenbelt, MD — *Research Assistant*

JUNE 2017 - AUGUST 2017

- Delegated tasks to 2 other interns following strict deadlines
- Researched size and scale of spacecrafts from the 1950's for 3D modeling
- Taught Maya Software/Blender to model, and texture Luna and Ranger series spacecraft for NASA's public domain database

PROJECTS

Keepers of the Wild — *Co-Creator, Modeler, Rigger, Animator*

SEPTEMBER 2017 - MAY 2018

- Pitched project, organized schedule, developed level design, modeled and rigged low-poly bi-ped and quadruped creatures - 3D mobile game with 2 other members

Caplaris Inn — *Co-Creator, Lead Story Artist, Animator*

NOVEMBER 2016 - DECEMBER 2016

- Proposed and outlined story, level design, character design, animated character - 2D game with 3 other members

Troutor Space — *Co-Creator, Lead Story and Character Artist, Character Animator*

SEPTEMBER 2016 - OCTOBER 2016

- Pitched and created story outline and script, concepts for game mechanics, character design, animated characters - 2D game with 3 other members

EDUCATION

Maryland Institute College of Art (MICA), Baltimore, MD — *BFA*

SEPTEMBER 2014 - MAY 2018

- Bachelor of Fine Arts, Animation Concentration in Illustration and Game Design

AWARDS

- Creative Vision Award Recipient (Early application scholarship)
- Presidential Scholarship (Academic excellence award)

SKILLS

- Administrative Skills
- Strategic Planning
- Resourceful
- Adaptive
- Organized
- Excellent Communication and Listening Skills

SOFTWARE

- Adobe Creative Suite (Photoshop, Illustrator, After Effects)
- Autodesk Maya
- Salesforce
- Shotgun
- Microsoft Suite (Outlook, Word, PowerPoint and Excel)
- Google Suite (Gmail and Google Drive)

VOLUNTEER WORK

SIGGRAPH TEAM

LEADER/STUDENT VOLUNTEER

February 2016 - August 2018

Answered questions and mediated attendee issues for volunteers and attendees. Orchestrated schedules with program chairs and supervised 50+ student volunteers daily.

XSV SIGGRAPH

July 2019 - August 2019

Producer for the curated video overview "Conference in a box". Planned and reviewed shot schedule. Directed team of 2 camera men to cover 65 events over 5 days. Tracked shot lists for 2 separate projects. Documented timestamps for 3 cameras at once for separate events.

PUBLIC SPEAKING EVENTS

MICA's National Portfolio Day

Panel- MICA, 2018

Internship Panel -MICA, 2018

Early Accepted Students Panel - MICA, 2018

Astro-Animation Panel - Escape Velocity Conference, 2017