

HEAVEN CASTILLO

WORK EXPERIENCE

Pixar

Feb 2022 – Present

Production Coordinator - Elemental

- Utilize the production database and related departmental records to reflect departmental work
- Schedule meetings at the request of the Manager, Supervisor and Leads
- Proactively maintain the calendar with alertness to meeting topics, deadlines and conflicts
- Manage the schedules of key personnel and the department
- Record and publish notes from meetings and reviews that accurately reflect action items
- Provide administrative support as needed to ensure that communications are accurate and complete
- Respond to requests for information within and outside of the department
- Substitute for the Department Manager during absences
- Help plan and execute morale boosting events
- Partner with and mentor the Production Assistant

Late Night Cartoons Inc.

Feb 2021 – Feb 2022

Animation Production Assistant – Tooning Out the News, Fairview

- Tracked show art assets, project files and animator progress
- Organized tutorial curriculum developed by animation team leads into PDF documents
- Maintained and updated document file library, keeping team apprised of changes to workflow
- Scheduled departmental meetings and daily reviews, supporting Associate Producers with any daily show tasks
- Transcribed and distributed notes from meetings and reviews to pertinent team members

Genius Brands International Inc (GNUS)

Sept 2020 – Feb 2021

Production Assistant – Rainbow Rangers, Superhero Kindergarten

- Supported Production Manager with the creation, revision, and maintenance of production documents
- Tracked 2 animated television series in various stages of development with overlapping deadlines
- Prepared production deliverables to outsourced companies
- Reviewed locked cuts, called for animation retakes for CG and 2D projects
- Handled asset and animation database libraries

CONTACT

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SKILLS

- Microsoft Office Suite
- Google Suite
- Final Draft
- Autodesk Maya
- Adobe Creative Cloud
- Nuke
- ShotGrid
- F Track
- File Maker Pro
- JIRA
- Slack
- Pokémon Master

ORGANIZATIONS

Women in Animation: NYC

- WIA Fall 2020 Mentee
- WIA Fall 2021 Mentor

LatinX in Animation

July 2020-Present

- Hispanic Heritage month panelist

Queer/Trans in Animation

- July 2020-Present

EDUCATION

University of Central Florida

Bachelor of Fine Arts

Character Animation

Aug 2016 – May 2020

- SVAD Character Animation
 - *Stick To Manual* (2020)
- Campus Movie Fest
 - *Who Pun It?* (2019)