

HEAVEN CASTILLO

WORK EXPERIENCE

Late Night Cartoons Inc.

Feb 2021 – Present

Animation Production Assistant – Tooning Out the News, Fairview

- Tracking show art assets, project files and animator progress
- Organizing tutorial curriculum developed by animation team leads into PDF documents
- Maintaining and updating document file library, keeping team apprised of changes to workflow
- Scheduling departmental meetings and daily reviews, supporting Associate Producers with any daily show tasks
- Transcribing and distributing 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

UCF Student Short Film

Aug 2018 - May 2020

Production Manager – Stick To Manual

- Managed a team of 13 to complete a 3D animated short film over the course of 2 years
- Oversaw completion of 2 short films during Pre-, Production, Post- and Virtual Production
- Maintained a professional and supportive environment for peers
- Created schedules from concept to closeout
- Coordinated meetings and took notes to ensure an efficient and fast flow of information across all departments

Department of Industrial Engineering

Aug 2016 – May 2018

Clerical Aide

- Scheduled advising appointments for students and faculty
- Answered the phone and redirected phone calls to proper departments
- Distributed mail and packages across campus
- Represented the organization in customer relations
- Kept a detailed inventory of lab equipment

CONTACT

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SKILLS

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

ORGANIZATIONS

Women in Animation: NYC

June 2020-Present

- 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

Bachelor of Fine Arts:

Character Animation

University of Central Florida

Aug 2016 – May 2020

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