

# JENNY DUONG

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## EXPERIENCE

**Dreamworks Production Assistant - Unannounced CG show.**

AUGUST 2020 - Present

- Took clear notes in design reviews, handouts, and breakdowns via Google Docs.
- Worked remotely to preparing episodic production shipments to send to partner studios in via Signiant
- Communicated with the art director and design team to organize designs to ship.
- Sent designs to review for clearance and executive review.
- Assemble Design Packs to ship to overseas studios

JUNE 2020 - AUGUST 2020

**Nickelodeon Production Assistant - *Butterbean's Cafe***

- Assisted episodic team with organizing files and notes via Microsoft Excel. Portal, and Nick server.
- Aid in email communication between Burbank, New York, and oversees studios
- Take notes during daily production meeting to ensure clarity of CG production pipeline

JAN 2020- MARCH 2020

**Nickelodeon Production Intern - *Butterbean's Cafe***

- Managed Shotgun to upload CG assets via Excel Online
- Upload animation keyshots via Filemaker for oversees shipment

## GROUP PROJECTS

**"Quest Bound" - Art Director**

OCT 2019 - May 2020

- Delegated tasks to artists and supervised animation backgrounds
- Created style guide for film and designed environments
- Maintain production track sheets via Google Sheets

## AWARDS

**Women in Animation Scholarship**

2020

## EDUCATION

**California State University, Fullerton**

B.F.A with a concentration in Illustration  
Graduated May 2020

**Concept Design Academy**

- Composition and Cinematography with Bill Perkins
- Form Language with Darren Quach

**SKILLS //** Adobe Suite, Google Suite, Microsoft Suite, ShotGrid , Maya, FileMaker Pro, Drawing, Painting

**INTERESTS //** Painting, K-pop, Anime, Thrifting, Laying Down, Minecraft