

Jasmine 'Jazzy' Alvarez

Production Coordinator & Freelance Illustrator

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Professional Summary

Creative and detail-oriented Production Coordinator and Freelance Artist with expertise in motion graphics workflows, children's book illustration, and timeline management. Adept at managing multiple projects, coordinating schedules, and collaborating across numerous creative teams. Proficient in Adobe Creative Suite, digital illustration, and post-production pipelines. Strong background in Creative Marketing, Motion Graphics, and Client Relations.

Work Experience

RAVE Collective - Creative Agency

Motion Graphics & Post Production Coordinator

Burbank, CA | Mar 2025 - Present

- Manage motion graphics requests across broadcast, streaming, sports, creative content, and digital out-of-home (DOOH) campaigns, and build Excel grids to track schedules and deliverables.
- Lead production meetings and coordinate design approvals, schedules, and cross-department communication.
- Oversee creative workflows across all our motion graphics campaigns, including billboards, living one-sheets, main titles, and multi-platform marketing content.
- Serve as the primary point of contact between creative directors, producers, editorial, finishing, and AV teams.
- Organize project assets, maintain naming conventions, and ensure timely delivery of all final materials.
- Handle confidential information and rapid-turnaround requests with discretion and accuracy.
- Proficient in Mac/PC, Adobe Creative Suite, Frame.io, Excel, Word, Outlook, Slack, Zoom, and Google Suite.

Fox Entertainment - Visual Innovation Studio

Motion Graphics Coordinator / Broadcast Design

Los Angeles, CA | Oct 2021 - Jan 2023

- Managed graphics requests for Fox Entertainment Primetime and Multiplatform Marketing teams.
- Coordinated design approvals, cross-department communication, and scheduling for 20+ artists.
- Prioritized production schedules, department meetings, and design director calendars.
- Ensured confidentiality and handled sensitive information with discretion.
- Proficient in Mac/PC, Adobe Creative Suite, Excel, Word, Gmail, Slack, Zoom, and Microsoft Office.

Freelance Illustrator

Los Angeles, CA | May 2020 - Present

- Illustrated the children's book *Pearl White's Smile Guide* to educate children on dental hygiene.
- Drafted contracts and invoices for clients, including authors and small business owners.
- Led client meetings, provided project updates, and created organized digital archives.
- Designed promotional materials, including videos, storyboards, and social media content.
- Created logos, ensuring brand consistency and scalability across platforms.
- Software proficiency: Adobe Photoshop, Illustrator, After Effects, Premiere Pro, ZBrush, Procreate, DragonFrame, ToonBoom.

D'Lucci Construction

Social Media Manager

Rancho Palos Verdes, CA | Jul 2021 – Apr 2022

- Developed and implemented branding strategies, increasing engagement by 30% in the first month.
- Created and scheduled original content, including photography and digital assets.
- Analyzed social media performance metrics to refine content strategy.
- Designed compelling visual content to enhance brand presence.

California College of the Arts - Housing Staff

Residential Advisor

San Francisco, CA | Aug 2019 – May 2020

- Supervised first-year residential communities, ensuring a safe and supportive living environment.
- Certified as a Mandated Reporter for working with minors and handling emergencies.
- Coordinated and led monthly meetings, events, and student support initiatives.
- Managed front desk responsibilities, guest check-ins, and mail organization.

Freelance Animation & Design

Character Designer – 2D Animation

Los Angeles, CA | Aug 2021 – Present

- Designed characters for an animated series currently in development.
- Created model sheets, turnarounds, expressions, interaction poses, and color guides.
- Maintained and organized asset libraries for future project developments.

Layout Artist – 2D Animation

San Francisco, CA | Jun 2019 – Mar 2020

- Contributed to *The Temple of the Mime*, an animated short film by Carl Mongan.
- Created storyboards, rough layouts, digital backgrounds, and animatics.
- Used Wacom tablets, Adobe Photoshop, Procreate, and Storyboard Pro daily.

Education

Bachelor of Fine Arts in Animation

California College of the Arts, San Francisco, CA

Skills & Software Proficiency

- **Design & Illustration:** Digital painting, character design, storyboarding, motion graphics pipelines
- **Software:** Adobe Photoshop, Illustrator, After Effects, Premiere Pro, ZBrush, Procreate, DragonFrame, ToonBoom, [Frame.io](#), Parsec, Zoom, Microsoft suite – Outlook
- **Artist Management:** Scheduling, asset management, cross-team collaboration, remote work
- **Communication & Leadership:** Client relations, Timeline management, presentation skills, team collaboration