



Jasmine 'Jazzy' Alvarez

Illustration & Production Coordination

Los Angeles, CA | 0hjazzart@gmail.com | 626.678.7345

AS A FREELANCE ARTIST WITH A BACKGROUND IN ANIMATION AND ILLUSTRATION, CREATIVE PROBLEM SOLVING AND STORY TELLING ARE AT THE HEART OF EVERYTHING I DO. BOTH MY INDEPENDENT WORK AND CREATIVE COLLABORATIONS ARE REFLECTIVE OF MY VALUES - PRIMARILY EDUCATION, REPRESENTATION IN MEDIA AND VISUAL STORYTELLING.

LINKEDIN <https://www.linkedin.com/in/jasminealvarezart/>

EDUCATION *Bachelors of Fine Arts in Animation*
California College Of The Arts
San Francisco, CA

PORTFOLIO 0hjazzart.com
(The #0 not the letter O)

Work Experience

MAY 2024

Freelance Illustration in Los Angeles, CA

CHILDREN'S BOOK ILLUSTRATOR - PUBLISHED

'Pearl White's Smile Guide' is a book that educates children about dental hygiene and helps improve their relationship with visiting the dentist's office. My primary focus for this project was to simplify the source material visually, while remaining atomically accurate.

- Create contracts and invoices for all my clients such as prospecting authors or small business owners.
- Lead one-on-one check-in meetings, annotate our discussion and create organized folders for future reference.
- Provide original graphics, promotional content: such as videos, scheduled social media postings, and storyboards.
- Walk clients through the production pipeline that is curated to their needs and make sure we are on the same page.

OCT 2021 - JAN 2023

Fox Entertainment in Los Angeles, CA

GRAPHICS COORDINATOR / EGO

I handled all graphics requests made by Production Management for Fox Entertainment Primetime and the Multiplatform Marketing teams, managing all deliverables from request through completion.

- Ability to manage multiple projects simultaneously - project assignment, rounds of design approvals and cross department communication via email, zoom and in office.
- Schedule Management - prioritizing the needs expressed between 'On-Air' production schedules, department meetings and 20+ artists' and design directors' calendars.
- Computer and Technology Literate - familiarity with Mac/Pc, Adobe Creative Cloud, Excel, Word, Gmail, Slack and Microsoft Office.
- Confident handling unreleased/confidential information and maintaining a high level of discretion.
- Comfortable taking direction while working collaboratively and independently.

OCT 2022

Freelance Design in Los Angeles, CA

CHARACTER DESIGN - 2D ANIMATION

I provided designs for an animated series in development called "Jax and Kitty Meow".

- Communicated via email and in-person meetings to discuss expectations and scheduling.
- Provided and organized all reference materials and final deliverables - renaming files and labeling folders for future use.
- Maintained a working relationship with the show runner for future development work on this project.

JUL 2022 - APR 2022

D'Lucci Construction in Ranchos Palos Verdes, CA

SOCIAL MEDIA MANAGER

As a Social Media Manager, I created all the original content, managed the posting schedule and established a new branding strategy.

- Arranged for content to be captured on-site, and edited each post in advance each week - including photography and digital assets.
- Increased daily engagement of this account by at least 30% within the first month due to reels - The first reel posted reaching +19K views with the first day.

AUG 2021 - OCT 2021

West Shore Realty in Rolling Hills Estates, CA

OFFICE MANAGER & RECRUITER

As a Office Manager, I managed 'West Shore Realty's' Palos Verdes office and all the realtors' designated workspaces at this location.

- I answered phones, cold-calling, ordered office supplies, logging inventory of Open-House Signs, on-boarding any new recruits, and scheduled meetings.
- Setting up any appointments or meetings on behalf of any member of leadership at the brokerage.

JAN 2020 - JUN 2021

Tuesday Morning in Glendora, CA

VISUAL MERCHANDISER & SALES ASSOCIATE

As a Sales Associate, I worked on the sales floor, general inventory maintenance and on the cash registers.

- Participated in monthly inventory and markdowns.
- Rotated weekly window displays - pushing the newest products forward and aligning with our sales.

JUN 2019 - MAR 2020

CCA Housing Staff in San Francisco, CA

RESIDENTIAL ADVISOR

As a Residential Advisor, I maintained a healthy living environment for incoming students.

- I received a certification as a Mandated Reporter, required to work with minors and various emergency procedures.
- 'On-Call' several days a week in case of emergencies for two to three days at a time, including overnight.
- Coordinated and supervised residential events for the First-year communities.
- Lead Monthly Meetings and scheduled appointments or upcoming meetings.
- Handled confidential information and filed reports for student misconduct.
- Managed the front desk of the building - answering phones, checking in guests and organizing mail.

MAY 2019

Freelance Design in San Francisco, CA

LAYOUT ARTIST - 2D ANIMATION

"The Temple Of The Mime" is an animated short film by Carl Mongan.

- I attended weekly scheduling meetings via zoom and in-person.
- Daily Use of - Wacom tablets, Adobe Photoshop, Procreate and Storyboard Pro.
- Through Understanding of the Animation pipeline.