



KYRA PIKOWITZ

ANIMATION PRODUCTION

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EXPERIENCE

The Toothsome Chocolate Emporium & Savory Feast

Kitchen : USH City Walk

Host (Jan 2023-Present)

- Pre-plans dining reservation seating, and forecasts walk-in dining.
- Maintains exemplary customer service by greeting all customers with a positive attitude and ensuring all customers are sat in a timely manner.

USS Silversides Submarine Museum

Social Media Manager (May 2019- Oct 2022)

- Moderated and managed various social media platforms: Facebook, Twitter, and Instagram.
- Worked closely with archivists and historians to produce content.
- Scheduled content releases based on analytics and viewership.
- Created content through means of motion graphics, graphic design, video editing, on-sight filming, and photography.

PROJECTS

Unannounced Animated TV Pitch

Producer (Jan 2024-Present)

- Oversees all aspects of production during the early development stage.
- Working closely with writers and concept artists for creating the pitch deck while operating within different time zones.

Unannounced Short Animated Film

Production Assistant (June 2023-Present)

- Coordinates pre-production meetings between the Director/Producer, writers, and artists.
- Manages and tracks pre-production assets from story artists, ensuring timely completion and accurate labeling of assignments; maintained organized file system on server.

"Center of the Universe" (Pitch Project)

Production Assistant (June 2020-Present)

- Coordinated scheduled meetings and took notes for each meeting and provided all in attendance with copies of meeting notes.
- Tracked pre-production assets from story artists: made sure assignment deadlines were met, properly labeled, and filed on server.
- Maintained a line of communication between the show-runner and artists/writers/editors.

SKILLS

- Team Management
- Written/Verbal Communication
- Multitasking
- Problem Solving/Flexibility
- Detail Oriented/Organization
- Critical/Creative Thinking
- Collaboration/Adaptability
- Traditional Animation Compositing
- Video Editing

SOFTWARE

- Microsoft Suite
 - Word, Excel, Outlook, Powerpoint, Teams
- Google Apps
 - Docs, Calendar, Sheets, Slides
- SyncSketch
- Shotgun/ShotGrid
- WeTransfer
- Slack/Discord
- ToonBoom
 - Harmony, Storyboard Pro
- Adobe Suite
 - Photoshop, After Effects, Animate, InDesign

ORGANIZATIONS

Women In Animation

November 2023 - Present

EDUCATION

Columbia College Chicago

Bachelor's of Fine Arts,
Traditional Animation

GPA 3.5, Dean's List

September 2015 - May 2019