

# JOCELYN MONTOYA

## Operations and Production Management

### Plot Summary

Detail-oriented and organized professional with 3+ years of experience supporting projects from development to delivery for top entertainment producers and Businesses. Skilled in Asset tracking, interdepartmental coordination, and workflow optimization for project pipelines.

### WORK EXPERIENCE

#### **Movember Foundation**, Santa Monica, CA

*non-profit public benefit corporation that raises funds to support awareness, education, survivorship and research for prostate cancer and other cancers that affect men*

##### Fundraising Operations Assistant

07/2025 - Present

- Be the voice of Movember, responding to all email, live chat, SMS and telephone inquiries from our community in a fast and effective manner.
- Support the Fundraising team on research, outreach, data management and project work as required.
- Support office management; including collecting, processing, and sending post, and ordering supplies to be used by the team.
- Identify any patterns or issues with the website, and report these to the Head of Fundraising Operations.

#### **A24**, Los Angeles, CA

*American independent entertainment company specializing in film and television production*

##### Post Production Assistant

09/2023 - 07/2024

- Provided technical and communications support for entire production through calendar management, communications with vendor studio partner overseas, and ensuring meetings between key decision makers.
- Supported Production team by taking ownership of design department when our design coordinator left the team, and ensured all assets from vendor were cataloged and tracked correctly in Shotgrid.
- Recommended upgrades that improved animation pipeline architecture and improved workflow by migrating asset data from Airtable to Shotgrid, ensuring a more effective asset tracking strategy, and compliance with studio standards.
- Ensured asset content delivery to vendor studio and ship finished animation to Amazon Studios.

#### **Titmouse Inc.**, Burbank, CA

*Independent award-winning animation production company*

##### Production Assistant

08/2021 - 10/2022

- Provided support to the production pipeline by taking meeting notes, sending emails to ensure communication of deadlines and information, and organizing files within the production server to ensure proper flow of assets within pipeline.
- Supported artists by communicating asset feedback, providing tools and tech support when needed, and ensuring consistent compensation via timecard signing and processing.
- Sought out challenges and growth opportunities to expand knowledge of a studio production pipeline and operations in a fast paced environment.

### PREVIOUS EXPERIENCE

#### **Social Media Designer**, Women In Animation, CA

06/2019 – 06/2020

#### **Barista**, Starbucks, CA

02/2019 – 01/2020

#### **Sales Floor Team Member**, TJMaxx, CA

06/2011 – 10/2013

### CONTACT

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### SKILLS

- Attention to detail
- Production Management
- Pipeline Management
- Organizational Skills
- Communication skills
- Technical Support
- Database Management
- verbal communication

#### *Tools and Software:*

- Word
- Google Suite
- Adobe Suite
- Asana
- Microsoft Suite
- Photoshop
- Sales Force
- Illustrator
- Slack
- Excel
- Powerpoint
- Zoom

#### *Languages:*

- English (Native)

### EDUCATION

#### **Laguna College of Art and Design**

Bachelors of Fine Art

#### **OTHER**

Coursera Project Network  
'Get Started With Asana '