RENATA RUIZ VELASCO BARRIENTOS

DEGREE IN DIGITAL ART

WORK EXPERIENCE

Ríe Animation

Production Assistant
Jul. - Dec. 2024

- Supported production meetings, took meeting minutes, and tracked tasks.
- Coordinated across teams and monitored production progress.
- Managed schedules, tasks, and deliverables.
- Organized files and managed version control. Reported progress, open items, and delays to supervisors.

Mana Animation Studio

Production Assistant
Aug. 2025 - Present

- Coordinated multiple animation projects simultaneously with teams of 30+ people across time zones.
- Assigned tasks, tracked deliverables, and coordinated approvals and retakes with supervisors.
- Supported project breakdowns and planning, including setting timelines and delivery dates.
- Managed all departments across pre-production, production, and post-production.
- Created detailed plans and strategies to address delays and delivery risks.
- Closely tracked timelines, scope, goals, and delivery dates.
- Collaborated directly with artists to resolve issues, clarify needs, and keep production moving.
- Managed and tracked tickets, open items, and production requests.

ABOUT ME

With a strong background in digital art and specialization in animation production. My experience includes coordinating teams and overseeing 2D and 3D projects from the initial planning stages through to final delivery. I've worked on independent productions and audiovisual projects for companies such as Paramount, EA, Scopely, and Marvel. My production approach centers on strategic planning, anticipating risks, and solving problems in fast-paced environments. I pay close attention to what the team needs to deliver high-quality work and keep creative and production goals aligned.

EDUCATION

- **Bacherlor's Degree in Digital Art**

Tecnológico de Monterrey,
Qurétaro campus
2021 -2025

SKILLS

- **Tools:** Microsoft Office Suite, Jira, Plaky, Shotgrid. Notion, Trello, Davinci Resolve, Canva, CapCut.
- **Skills:** Assertive communication, initiative, adaptability, teamwork, time management, decision-making, and prioritization.
- **Other:** Online project management certification. English (C1).

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