

# ALISHA PICCIRILLO

COORDINATOR • ADMIN • DESIGN

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[inkampersand.com](http://inkampersand.com)

## PROFILE

Professional digital art management on large scale productions; organizing, problem solving and managing logistics of digital assets in rapidly changing milestones. Experience scheduling and coordinating between departments and disciplines, as well as using databases and version control. Administrative, event planning and graphic design experience. Ability to work under pressure with attention to details. Enthusiastic to contribute my production, coordinator, admin and design skills towards supporting team success in creative productions.

## SKILLS

**PRODUCTION:** Detailed Task & Asset Tracking, Effective at Supporting, Coordinating & Facilitating Milestones Between Departments

**PRODUCTION TOOLS:** JIRA, Perforce, DropBox, Box, Asana, Internal & Proprietary Tools & Systems

**OFFICE TOOLS:** Mac, Google Apps, MS Office, Apple Apps & Calendars

**TECHNICAL:** Version Control, 2d & 3d Knowledge, Organize, Process & Fix Digital Assets, Log & Resolve Items in Bug Database, QA (Test Versions of Art Tools Before Roll-out)

**2D & 3D & VIDEO TOOLS:** Maya, InDesign, Photoshop, Illustrator, Premiere, AfterEffects

**SOCIAL MEDIA:** Facebook, Twitter, Pinterest, Instagram, MailChimp

## EDUCATION & TRAINING

**BACHELOR OF SCIENCE 2014**  
**VISUAL COMMUNICATION DESIGN**  
San Francisco State University, CA

**ENVIRONMENTAL STUDIES 2006**  
Environmental Forum of Marin, CA

## EXPERIENCE

**EXECUTIVE ASSISTANT & COMMUNICATIONS COORDINATOR | 2016 - CURRENT**  
Wilderness Trail Bikes, Mill Valley, CA

- Assistant to CEO and Executive Team, admin for multiple entities
- Manage CEO's calendar, schedule meetings, take notes and create action items
- Create, organize and administer office systems, order supplies and equipment
- Coordinate travel and meetings for domestic and international conferences
- Event planning, Liaison for IT and finance, office maintenance and contractors
- Projects for bicycle advocacy Non-Profit including research, communications, design, PowerPoint presentations and handouts for city & county meetings

**DESIGN GROUP INTERNSHIP | 2012 - 2014**  
San Francisco State University, San Francisco, CA

- Research performers and events, meet with clients, directors and marketing; take notes and analyze for design direction
- Develop designs for event collateral within brand guidelines
- Content review with design director, produce final comps with correct specifications, proof and send to print

**TECHNICAL ART LEAD & COORDINATOR | 1998 - 2009**  
Factor 5, San Rafael, CA 2002 - 2009  
LucasArts, San Rafael, CA 1998 - 2002

- Liaison between artists and programmers for art pipeline, develop and review schedules and plans to improve tools and meet project goals
- Ensure quality and technical integrity of digital assets; process files and report status to artists, programmers, directors and producers
- Create naming conventions and catalog art and animation assets
- Develop and test protocols for file handling, write user guides published via internal site and train artists on procedures and specs
- Coordinate and compile art elements in layers, render for cut scenes
- Attend post project assessment meetings, evaluate success and areas for improvement, work between departments to create action plan

**CUSTOMER SERVICE & RETURNS REP | 1997 - 1998**  
LucasArts, San Rafael, CA

- Customer support, point of contact for return procedures with external vendors such as Wal-Mart, Best Buy and GameStop
- Track returns and warehouse inventory, liaison between customers, warehouse, sales and finance
- Create and update accounts and inventory records in Filemaker database