

ALICIA GALLEGOS

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SKILLS & ABILITIES

- ToonBoom Harmony, ToonBoom Storyboard Pro, Adobe Premiere Pro, Adobe After Effects, Adobe Photoshop, Final Cut Pro, Clip Studio Paint, Procreate, and DaVinci Resolve
- HTML, CSS, JavaScript, Java, C, and C#
- STK (Systems Toolkit) Grand Master Level Certified by AGI
- Microsoft 365 Suite

EXPERIENCE | **CONCEPT ARTIST, STUDIO NEERA**

JULY 2024 – PRESENT DAY

- Research concept subjects, styles, and genres
- Develop color scripts and key visuals to establish tone and atmosphere
- Create detailed illustrations and designs to create and maintain the visual identity of the project
- Revise artwork based on feedback from the director and producer
- Provide design packets and reference materials to the production team for layout, background, and animation teams

EXECUTIVE ASSISTANT, RX INNOVATIONS (MJRX)

FEBRUARY 2024 – PRESENT DAY

- Serve directly under the CEO/Executives doing various tasks
- Oversee 95+ employees across 5 separate locations, handling onboarding, terminations, and sensitive HR documentation
- Delegate tasks and coordinate projects based on executive priorities
- Act as a liaison between executives and internal/external stakeholders
- Complete certifications, attestations, credentialing for pharmacies while maintaining audit readiness
- Work with government agencies such as the DEA, Medicare/Medicaid, Board of Pharmacy, etc.

CELL PHONE REPAIR TECHNICIAN, ASSURANT

JANUARY 2022 – DECEMBER 2022

- Assess and diagnose potential software/hardware issues and provide solutions
- Repair and replace hardware within cellphones using procedures issued by Apple and Samsung
- Run diagnostics using AST2, MCE, and IQC/OQC
- Manage repair inventory and insurance claims using RepairQ

EDUCATION | **VANCOUVER FILM SCHOOL, VANCOUVER, CANADA**

DECEMBER 2022 – DECEMBER 2023

2D Animation, Compositing

UNIVERSITY OF NEW MEXICO, ALBUQUERQUE, NM

AUGUST 2017 – MAY 2019

Computer Science