

# ALICIA GALLEGOS

sinigangs.wixsite.com/sinigangs | (505) 382-8892 | aliciag674@gmail.com

## 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#
- Microsoft 365 Suite

## EXPERIENCE | 2D VISUAL ARTIST, FREELANCE

FEBRUARY 2025 – PRESENT DAY

- Create 2D illustrations/animations based on client concepts, briefs, or reference materials
- Develop color scripts and key visuals to establish tone and atmosphere
- Manage workflow: consultation, sketching, revisions, and final delivery
- Specialize in character design, stylized art, and concept development
- Communicate clearly with clients to ensure expectations and maintain the visual identity of the project
- Utilize drawing/animation software (Clip Studio Paint, ToonBoom Harmony, etc.)

## EXECUTIVE ASSISTANT, RX INNOVATIONS (MJRX)

FEBRUARY 2024 – SEPTEMBER 2025

- 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, and 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

2D Animation, Compositing

## UNIVERSITY OF NEW MEXICO, ALBUQUERQUE, NM

Computer Science