

# YOLIT RIOS

Los Angeles, CA 91352 | yolitarios23@gmail.com | (908) 249-7724 | [Portfolio](#) | [IMDb](#)

## PROFESSIONAL SUMMARY

---

Detail-oriented VFX Coordinator & Production Assistant with experience supporting VFX departments, managing vendor compliance, scheduling executive meetings, and handling content security. Adept at tracking expenses, coordinating reports, and managing large-scale production assets. Proficient in FileMaker Pro, Aspera, Google Suite, and Adobe Creative Suite, with a proven ability to manage high-volume schedules, oversee contracts, and streamline production workflows.

## PROFESSIONAL EXPERIENCE

---

### VFX Assistant

Mousetrappe Media | Burbank, CA | May – July 2024

- Assisted in the production of small-scale live-action content, ensuring footage met high post-production standards.
- Performed rotoscoping and keying to isolate silhouettes, enhancing animations for stronger visual storytelling.
- Supported the CG Supervisor and Director of Creative Technology in daily operations, aiding in the smooth execution of complex VFX tasks.

### Post-Production Assistant

PIC Collective | Los Angeles, CA | Jan - March 2023

- Scheduled and coordinated meetings with executives, vendors, and key stakeholders.
- Handled file management, vendor submissions, and secure content transfers via FileMaker Pro and Aspera.
- Maintained production reports and flagged key updates for post-production teams.

### VFX Production Manager

Studio X | San Francisco, CA | 2021–2022

- Tracked project milestones and compiled reports for VFX Producers.
- Managed weekly production meetings, ensuring alignment across teams.
- Maintained vendor databases and compliance records for ongoing projects.

### VFX Production Assistant

Studio X | San Francisco, CA | 2020–2021

- Organized calendars, schedules, and meeting logistics for VFX teams.
- Assisted in managing NDAs, confidential contracts, and vendor approvals.
- Coordinated secure asset delivery between internal teams and external vendors..

## TECHNICAL SKILLS

---

**Scheduling & Coordination:** Google Calendar, Zoom, Outlook

**File & Asset Management:** Dropbox, WeTransfer, Aspera, FileMaker Pro

**VFX & Post-Production Tools:** Adobe Premiere, After Effects, Media Encoder, Photoshop

**Expense & Vendor Management:** P-Card Purchases, Expense Tracking, Vendor Coordination

**Security & Compliance:** NDA Handling, Vendor Reels Evaluation, Talent Database Management

## EDUCATION

---

**BFA in Animation & Visual Effects – Production Management Emphasis**

Academy of Art University, San Francisco | May 2022