

HOLLYN URRABAZO

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SAN JOSE STATE UNIVERSITY
Animation/Illustration, BFA
EXPECTED GRADUATION MAY 2026

PROFESSIONAL EXPERIENCE

DREAMWORKS ARTISTIC RESOURCE MANAGEMENT INTERN OCT 2025 - DEC 2025

- Collaborated in holiday **Event Planning** with Artist Management, Early Careers, and Producers for Feature and TV departments.
- Assisted multiple DW teams in setting up catering, janitorial, marketing, tracking of funds, and tear-down for events.
- Researched and compiled **vendor database** of local catering services, broken down by event details, pricing, and reviews.
- Diligently updated 10-Week Projections in **Google Sheets** based on weekly Staffing Projections from Producers.
- Managed new hire logistics from cubicle preparation, **Jira requests**, and new hire cards so new hires feel welcome and included.
- Balanced various immediate requests from **multiple managers** and recalibrated priorities daily to maintain quality and accuracy.

WARNER BROS. TV ANIMATION ARTIST MANAGEMENT INTERN JUN 2025 - AUG 2025

- Assisted in campus tours and **informational presentations** about the company and pathways into the industry.
- Organized, added to, and consolidated all three of my managers' personal artist referral trackers into **Airtable**.
- Formulated and wrote the first Artist Management **Intern Guidebook** at WBA, based on a still-new and evolving team.
- Clarified my role to pinpoint the top priorities of this department and **help shape** how this team assists the larger goals of WBA.
- Set up, hosted, documented feedback, and tore down multiple **weekly community events** to foster cross-project networking.

WARNER BROS. TV ANIMATION PRODUCTION INTERN, "**BATWHEELS**" JUN 2024 - AUG 2024

- Prioritized multiple requests from Script APM, Story APM, and Design/Asset APM using Final Draft Pro, Storyboard Pro, and FlowPro in daily **responsibilities** and **communication** with department leads and our vendor studio: ICON Creative Studios.
- Attended fast-paced cross-departmental **meetings** from Table Reads, Production Updates, Story Launches, Design Launches, and more to capture detailed **action items, contribute insights, and monitor follow-through** across production priorities.
- Frequently completed Conform Scripts, Design Breakdowns, Vendor Shipments, and prep for Design launches and Table Reads.
- Developed a more **streamlined script-referencing format** for Talent Records by reframing the indexing system, thus significantly reducing time spent searching for the next line and preventing production delays.

TECHNICAL

Project Management:

Google Suite, Microsoft Suite,
Shotgrid / FlowPro,
Team Gantt, Syncsketch, Jira,
Notion, Milanote

Design and Animation Tools:

Storyboard Pro, Toonboom Harmony,
Autodesk Maya, Blender, Final Draft
Pro, DaVinci Resolve, Canva

Adobe Creative Suite:

Photoshop, Illustrator, Animate,
Premiere Pro, After Effects

EDUCATIONAL EXPERIENCE

PRODUCER & STORY LEAD, "GUARDIANS LAMENT" JAN 2025 - PRESENT

- Constructed pipeline, recruitment, onboarding, and scheduling for this 2-year Senior Thesis project of over 20 members and 15 volunteers.
- Composed leadership job descriptions, responsibilities, and morale basics for all positions and **provided training** in trackers and project communication.
- Built **Google Sheet** and **Gantt Chart trackers** for all assets and shots for story, visdev, modeling, previs, animation, lighting, and post production departments.
- Moderated weekly Leadership meetings by managing all **Google Calendar** scheduling, agenda-setting, and **note-taking** across departments.
- Became the primary point of contact for SJSU advisors by maintaining regular progress updates via email and ensuring that our project meets all requirements for graduation.

TREASURER, WIA STUDENT COLLECTIVE AT SJSU JUN 2024 - JUN 2025

- Combined funds, budget, reimbursement, and merch trackers via **Google Sheets**.
- Ensured all club expense reports, fundraising, reimbursements, and resources were well **tracked and reported** to the correct senior leadership advisors.
- Developed **guides** for future Treasurers to learn, update, and improve current trackers.