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*
- 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.
- Balanced various immediate requests from **multiple managers** and recalibrated priorities daily to maintain quality and accuracy.
- Personally met with over 40 staff members from production, recruitment, and multiple levels of artistry to gain a more thorough understanding of all roles in the Feature Production pipeline at DreamWorks Animation.
- Collaborated with Manager, Drew Aveling, to create a pitch deck for his Zero Waste campaign.

WARNER BROS. TV ANIMATION ARTIST MANAGEMENT INTERN   *JUN 2025 - AUG 2025*
- Assisted in campus tours and **informational presentations** about WBA and the animation industry.
- Organized and consolidated all three of my managers' personal referral trackers from their years at WBA and CN 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, 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 Scrpts, 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.

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 expenditures, fundraising, and speaker events were in line with San Jose State's **policies** at all times.
- Developed **guides** for future Treasurers to update and improve current trackers.

TECHNICAL

Project Management:
Google Suite, Microsoft Suite,
Shotgrid / FlowPro,
Team Gantt, Syncsketch, Jira

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