



# JULIA NAVARRO

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## EXPERIENCE

### Production Assistant/Coordinator

June 2023 - April 2025

#### Lion Forge Entertainment - IYANU

- Scheduled and prepared daily reviews and team meetings, tracked follow-up tasks, flagged conflicts, and updated calendars across departments.
- Maintained tracking systems for assets, artist assignments, and approvals across multiple production phases.
- Coordinated dailies prep by ensuring timely submission and proper labeling of files; supported post-review note distribution and action tracking.
- Liaised with overseas vendors and internal teams to ensure clear communication of deadlines, notes, and updates.
- Assisted with delivery coordination and ensured accurate file formatting, naming conventions, and documentation.
- Supported onboarding/offboarding, updated contact sheets and production folders, and maintained studio documentation.

### Storyboard Revisionist

June 2023 - April 2025

#### Lion Forge Entertainment - IYANU

- Implemented creative fixes to enhance character expression, visual continuity, and timing in storyboard sequences.
- Collaborated with directors and artists to address notes efficiently and meet review deadlines across time zones.
- Communicated updates to production coordinators and supervisors to ensure alignment between revisions and delivery schedules.

### Animation Lead

August 2021 - June 2022

#### Original Short Film - Ceramic Rabbit

- Led production meetings and maintained a detailed tracker to manage animator workloads and progress.
- Created storyboards, layouts, and marketing illustrations to support the short film's production and promotion.
- Ensured team-wide alignment on goals, schedules, and priorities through clear, consistent communication.

## SKILLS

- Animation Production Pipeline | Asset & Notes Tracking | Creative Review Support
- Microsoft Office Suite (Outlook, Excel, PowerPoint, SharePoint, Teams)
- Adobe Creative Suite | Storyboard Pro | Final Draft | ShotGrid | Basecamp | Slack
- Google Workspace | File & Asset Management | Scheduling & Logistics
- Collaborative Teamwork | Vendor Communication | Quality Control & Compliance Checks

## ORGANIZATIONS

LatinX in Animation

Rise Up Animation

Women in Animation

## EDUCATION

University of Central Florida | May 2022

B.F.A in Character Animation