

YOLIT RIOS

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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 enterprise server-based file organization, 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, architecting an organized company server structure to streamline asset retrieval.
- 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.

VOLUNTEER EXPERIENCE

Theater Operator | Burbank Film Festival | Burbank, CA

- Managed ticket check-in and scanning for film screenings.
- Supported crowd control to ensure smooth, orderly audience flow.

TECHNICAL SKILLS

Scheduling & Coordination: Google Calendar, Zoom, Outlook, Slack, Teams

File & Asset Management: Dropbox, WeTransfer, Aspera, Enterprise Server & File Architecture, Shotgrid (Shotgun), Microsoft Excel, Google Sheets

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

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