

YOLITARIOS

Los Angeles, CA 91606 | yolitarios23@gmail.com | [Portfolio](#) | [IMDb](#)

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 with small-scale live-action shoots, preparing footage for post-production workflows.
- Performed rotoscoping and keying on live-action footage to support simple animation and VFX elements.
- Supported the CG Supervisor and Director of Creative Technology with day-to-day operations and production support

Post-Production Assistant

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

- Managed production communications, call notes, calendar scheduling, and reminders using Google Sheets, Dropbox, Zoom, Vimeo, WeTransfer, and Mailchimp.
- Supported active projects for PIC Collective and Legwork Collective, assisting with film title sequences and logo design by preparing pre-design documents and client handouts.
- Archived projects and handled secure client file uploads and deliveries using FileMaker Pro and Aspera.

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, Slack, Teams

File & Asset Management: Dropbox, WeTransfer, Aspera, FileMaker Pro, Shotgun (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