



# Lizzy Dolce Scheduling & Creative Resource Coordinator

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## Summary

With a comprehensive understanding of the animation pipeline from bidding to final delivery, I bring experience staffing Cel, 2D and CG talent for fast-paced commercial projects. I love being in a role where I can channel my creativity and upbeat personality into connecting with people and building stellar teams for production! Additionally, I'm passionate about nurturing junior talent and have directed a studio internship program.

## Education

### School of Visual Arts 2019

BFA Animation

## Work Experience

### Brand New School, New York, NY

Scheduler

May 2024 - Present

- Collaborate with stakeholders across NY and LA studios to assign staff and freelance artists to projects in a way that respects their creativity and bandwidth.
- Proactively anticipate staffing needs of projects to ensure creative teams have access to the best talent.
- Onboard and off-board talent by working cross functionally with the IT and HR departments

## Skills

- Full life-cycle recruiting
- Applicant tracking systems
- Program management
- Interpersonal skills
- Communication
- Collaboration
- Scheduling
- Presenting
- Mentoring

### Hornet Animations, New York, NY

Talent Coordinator

Jan 2023 - Jan 2024

- Identified local and international talent for high-end commercial projects. Successfully placed hundreds of candidates on productions with 2-day to 2-week turnarounds from job notification to initiation.
- Conducted weekly staffing meetings by providing Leadership with a detailed overview of staff and freelance allocations; noting all capacity and identifying alternative staffing solutions when conflicts arose.
- Facilitated the migration of creative resource database from Google Sheets to Airtable and developed a robust tagging system to efficiently pull short lists from a talent pool of 3,000+.
- Organized retrospectives to gather feedback on talent post-project completion. Ensured proper documentation of talent strengths and interests, enabling the team to make more intentional staffing decisions for future projects.
- Oversaw in-person school visits to Hornet, collaborating with Leadership to determine the format and itinerary of each visit and delivering engaging presentations to students.

## Software

- ICFM/CETA
- Airtable
- Google Suite
- LinkedIn Recruiter
- Milanote
- Slack
- Excel
- Monday
- Notion

## Achievements

- School of Visual Arts Post Production Film Grant
- School of Visual Arts Enhanced Chairman's Merit Award

Scheduler

Nov 2020 - Jan 2023

- Cultivated relationships with freelance artists and agents while confirming and communicating crew holds, bookings and challenges in a high volume environment.
- Maintained the creative resource database and conducted daily updates in our internal production database, CETA, to guarantee precise data management of bookings and staff outages.
- Directed the Hornet Internship program, overseeing promotional strategies and the full life-cycle recruitment process. Achieved 1-2 full-time hires per internship and fostered lasting freelance relationships with program graduates.
- Represented Hornet at a diverse range of local and national design schools. Doubled internship applicant submissions and expanded the studio's influence by hosting informational presentations and portfolio review sessions for emerging professionals.