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I'm Natasha (they/she) and I take joy in organization and streamlining workflows. I am seeking an internship in Animation Production Management to use my strengths in communication, collaboration, and my background as a 3D artist to support storytellers and artists.

## education

### University of Southern California

- Graduating Dec 2022
- Major: Media Arts + Practice
- Minor: 3D Animation for Cinematic Arts
- National Merit Scholar
- Presidential Scholar

## skills

- Shotgrid
- Airtable
- Microsoft Office
- Google Suite
- Slack
- Trello
- SyncSketch
- Adobe Suite
- Procreate
- Autodesk Maya
- ZBrush
- Substance Painter
- Unity 3D
- HTML/CSS

## activities

- Women in Animation
- Asians in Animation
- KNUX Animation Club
- Researcher at the USC Affective Media Lab
- Co-founder of Girl Up USC
- Font Design

## experience

### Student Assistant – *Intro to 3D Modeling Class (IML 354)* Jan 2022 – Present

- Aiding students with Autodesk Maya software and 3D modeling practices
- Working with professor to create a beginner-friendly course and foster an opening classroom environment

### Art/Development PA – *Center of the Universe* May 2021 – Present

- Actively collaborating with team of 30 people to help produce a 2D animated series related to outer space and mental health
- Notetaking for Art and Development meetings and managing communication of notes
- Tracking Art assets using Airtable and proactively reminding artists about deliverables and timelines

### Scheduling Assistant – *Bratboybokchoy Tattoos* May 2021 – Present

- Organizing scheduling and payment using Airtable, Square, and Google Calendar
- Managing questions and concerns of clients through email and online booking forms

### Community Team Member – *Asians in Animation* Apr 2021 – Present

- Coordinating between volunteers using Airtable and Discord
- Communicating with larger AIA community through Instagram and inviting members to fill out the AIA directory

### Animation Production Mentee – *Women in Animation* Oct 2021 – Dec 2021

- Mentee in the Circle "Production Management, Learning the Trade and the Team" by Mentor Monica Joy
- Learned about requirements and prepared for a career in Animation Production Management

### Front Desk Worker – *USC Media Arts + Practice Division* Jan 2019 – Dec 2021

- Managed phones, emails, appointments, and equipment for the MA+P Office
- Aided visitors with schedules, appointments, and directions
- Worked on project installations and deconstruction

### 3D Art Intern – *Colossal Crowd Games* Jan 2021 – May 2021

- 3D modeled, textured, rigged, and animated character and environment assets
- Collaborated with managers to create an efficient 3D art pipeline
- Personally managed timelines for deliverables and file-share folders of all 3D assets

### 3D Artist – *USC Games' Advanced Games Projects* Aug 2019 – May 2021

- Collaborated on a team of 30 people to develop a gold master video game
- Modeled and textured 3D environment and prop assets under direction of Art Lead and Creative Director

### Game Producer Intern – *SuperWorld* Sep 2020 – Dec 2020

- Collaborated with team of 10 people to keep Trello board, Miro board, and Google Drive updated
- Communicated notes from All-Hands meetings and smaller team meetings to CEO, Design Lead, and Development Lead