



JASMINE LOPEZ-HIPOLITO

WORK EXPERIENCE

LAGO VISTA ACADEMY | Assistant Director

May 2020 - Present

- Provide technical support and analyze solutions to software programs for the staff and Director.
- Maintain effective and efficient record-keeping procedures for 115+ students.
- Manage day-to-day tasks, complete paperwork, and perform office duties related to maintaining records and files.
- Custom-design and embed coding for a new website, creating all assets: images, illustrations, and layouts.
- Assist in training 12+ hired teachers to adhere to strict schedules while successfully reaching objectives and goals.
- Maintain accurate financial records, ensuring timely and accurate reporting for tax purposes using QuickBooks.

AUSTIN FILM FESTIVAL | Production Intern


May 2022 - August 2022

- Perform media management and quality checks of 2 seasons of television, radio, and podcast files.
- Create and manipulate 6+ On Story database spreadsheets to ensure completeness and accuracy.
- Process film badges, invoices, and expected film attendees using FileMaker Pro.


FOOTPRINT CG SHORT FILM | Production Manager Volunteer

October 2020 - October 2021

- Decreased expenses from \$26,000 to \$3,500 by implementing developmental software and production workflow.
- Trained 24+ artists to use Prism & Google File Stream for asset creation and cloud computing purposes.
- Completed a 3-month project reorganization to improve efficiency and resources, recruiting over 21 artists.

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SKILLS

- Autodesk Maya
- Adobe Suites
- Pixar Renderman
- FileMaker Pro
- ShotGrid
- Python | C++
- QuickBooks Online
- Results-driven
- Dependability

EDUCATION

Bachelor of Science in Visualization Minor in Art & Architectural History

Texas A&M University (TAMU)
College Station, TX
2016 - 2020

Studied Film Production | Bonn, GER

ACHEIVEMENTS

Terry Scholar

The Terry Foundation, a highly competitive scholarship foundation based on academics and demonstrated leadership, fully funded four years of education expenses.

Lago Vista Academy's Website

www.lagovistaacademy.com