

Alicia Emily Villegas

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Motivated and detail-oriented professional with a diverse background in animation instruction, visual development, and administrative support.

EXPERIENCE

Animation Instructor – *Heroes of Color, San Diego, CA*

January 2023 - Current

- Developed and delivered engaging lesson plans and curriculum for animation courses, catering to students of various skill levels and age groups.
- Fostered a collaborative and creative learning environment, guiding students through the animation process and nurturing their storytelling abilities.
- Provided constructive feedback and evaluations to help students improve their skills and achieve their artistic goals.
- Instructed students on animation techniques, character design, storyboarding, and other critical aspects of the animation process.
- Organized student showcases and exhibitions, promoting student work and talent within the community.

Visual Development Artist – *“Illegal Etiquette” Senior Film, Remote*

September 2020 - May 2021

- Collaborated with team members to develop visual concepts and artistic styles for an animated short film.
- Created detailed character designs, backgrounds, color schemes, and visual mood boards to establish the visual direction and atmosphere of the production.
- Conducted thorough research to ensure accuracy and authenticity in the visual representation of characters, environments, and props.
- Adapted artistic styles to suit different storytelling needs and genres while maintaining a high level of quality and creativity.
- Worked closely with the team to meet project deadlines and maintain a cohesive artistic vision.

Student Records Assistant – *California College of the Arts Oakland, CA*

December 2017 - May 2021

- Managed and maintained accurate student records, ensuring compliance with university policies and regulations.
- Assisted students with administrative tasks, including course selection, registration, and academic progress tracking.
- Handled data entry, updating student information, and generating reports using student information systems and databases.

- Responded to student inquiries promptly and provided accurate information on academic policies, procedures, and deadlines.
- Collaborated with faculty and staff to coordinate academic events, ensuring smooth execution and a positive experience for participants.

Senior Fellow of Diversity and Inclusion – *Student Council, Oakland, CA*

May 2018 – May 2020

- Orchestrated and promoted highly attended student council events dedicated to fostering diversity and inclusion across both campuses.
- Implemented effective communication strategies, including regular meetings and various communication channels, to enhance collaboration among branch and council members.
- Strengthened the relationship between the Student Council and the student body by actively engaging students in council events and seeking their input on critical decisions.
- Created and executed awareness campaigns to foster a more inclusive campus environment, reaching a diverse range of students.
- Led a team of volunteers in execution of large-scale campus events, such as cultural festivals and heritage celebrations, promoting understanding and appreciation of diverse cultures.

Cashier & Drive Thru Coordinator – *Burger King, Oakland, CA*

September 2017 – December 2017

- Delivered exceptional customer service as a cashier, efficiently handling food packaging and distribution, drive-thru, and in-store orders.
- Demonstrated exceptional multitasking abilities by efficiently managing both drive-thru and in-store orders simultaneously, particularly during high-demand peak hours.
- Recognized by management for consistently providing friendly customer interactions and maintaining high order accuracy, resulting in an offer for a management position.

Volunteer – *Computers 2 San Diego Kids, San Diego, CA*

September 2014 – June 2017

- Utilized technical skills to repair high-value computers, contributing to the organization's additional income through the creation of eBay listings.
- Assumed responsibility for managing donated inventory during E-Waste events, efficiently categorizing and evaluating items to determine their usefulness and value.
- Demonstrated dedication and commitment by accumulating over 250 hours of volunteering, contributing significantly to the organization's mission and objectives.

EDUCATION

California College of the Arts, Oakland – *BFA Animation*

September 2017 – May 2021