

Alexa Harzan

Animation Writer

TWITTER: @alexaharzan | INSTAGRAM: @alexaharzan | LINKEDIN: [Linkedin.com/in/alexaharzan](https://www.linkedin.com/in/alexaharzan) | Women In Animation Member

USC alumnus with over four years of experience in TV animation development & production seeks script coordinator position.

WRITING EXPERIENCE

<i>Rainbow Butterfly Unicorn Kitty.</i>	FREELANCE WRITER	2019
<i>Barry Scarry... Isn't Very Scary IP</i>	CREATOR	2016
<i>Luna Petunia</i>	STORY BY on episode "Gemhenge"	2016

PROFESSIONAL EXPERIENCE

FUNRISE, INC., Van Nuys, CA

MANAGER, PRODUCTION

August 2018 - present

- Handle script revisions, track schedules & outstanding notes, clear names, catalogue assets, track schedules & outstanding notes for *Rainbow Butterfly Unicorn Kitty*.
- Create, edit, and distribute decks, bibles, scripts, sizzles, mood boards etc.
- Manage invoices and production expenses.
- Communicate between studios and broadcasters.

SABAN BRANDS, LLC, Century City, CA

COORDINATOR, DEVELOPMENT & PRODUCTION

January 2017 – July 2018

- Noted scripts, animatics, animation, and designs for *Luna Petunia*, *Treehouse Detectives*, and *Rainbow Butterfly Unicorn Kitty*.
- Handled script revisions, tracked schedules & outstanding notes, cleared names, catalogued assets.
- Created, edited, and distributed decks, bibles, scripts, sizzles, mood boards etc.
- Completed department expense reports and managed freelance payroll.
- Communicated between studios and broadcasters.

ASSISTANT, DEVELOPMENT & PRODUCTION

February 2015 – December 2016

- Wrote coverage for potential brand and series acquisitions, researched industry trends.
- Maintained development pitch materials by creating, editing, and distributing decks, bibles, scripts, sizzles, etc.
- Provided daily support to SVP Development & Production, Rich Magallanes: calendar, phones, travel, expenses, etc.

INTERN, DEVELOPMENT & PRODUCTION

May 2014 – February 2015

- Lead the intern group project, making our summer program self-sufficient.
- Evaluated Internet content, elevating independent creators with larger industry potential to supervisors' attention.
- Created and updated a database to log and organize all content viewed by 10 interns.

THE THIRD FLOOR, INC., Los Angeles, CA

ARTIST INTERN

January 2011 – August 2012

- Animated and exported CG sequences in Maya to deliver high-quality previs animation.
- Wrote script coverage to evaluate development potential.

EDUCATION

B.A., University of Southern California, class of 2012 | Theatre, minor in Animation

The Art of Storyboarding at The Animation Guild (Spring 2019)

SKILLS

- | | | | |
|--------------------------|-----------------------|-----------------|----------------------|
| • Microsoft Office Suite | • Adobe Premiere Pro | • Scrivener | • Public speaking |
| • Google Docs Suite | • Adobe After Effects | • Storyboarding | • Comedy |
| • Adobe Photoshop | • Adobe Acrobat | • Scriptwriting | • Voice Over |
| • Adobe Illustrator | • Final Draft | • Final Cut Pro | • PC/Mac proficiency |