

TRACEY MUY LUNA

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Education:

California State University Fullerton

Bachelor in Fine Arts, Entertainment Art/ Animation

GPA: 3.66

August 2018 - January 2023

Professional Experience:

Boston Retail Solutions, Lead Graphic Designer

January 2023 -

- Designing and distributing seven to ten advertisements a day for printing and onsite installation in malls, billboards, and casinos throughout the US and Canada regions.
- Breaking down installation proposals for ad layouts by hospitality and retail brands such as MGM Grand, Dior, Nike, Journey's, Victoria's Secret, and LensCrafters.
- Discuss work order details with the lead designer to provide accurate and visually pleasing barricades, windows, or billboard designs.
- Work cross-functionally with print artists, production managers, and FedEx to ensure deliverables are produced on time for shipping and installation to support client campaign needs.

Insert Media Studios, Production Co-ordinator/ Prop Designer

March 2022 - August 2023

- Oversaw creative asset delivery and production schedules of 25 artists for a short film created under this non-profit studio.
- Facilitate production needs by aiding in artistic feedback, note-taking, and pipeline creation using Shotgrid waterfall scheduling software.
- Program recruiting and onboarding meetings for new production artists.
- Scout and schedule coffee chats with industry professionals to receive feedback for pre-production storyboards, character designs, and background designs.
- Illustrated environmental props, 2D FX key drawings, and character concepts for film reference.
- Aided in color design and discussed prop design placement with background designers to finalize shots for animation.

USC Student Symphony Orchestra, Animator/ Storyboard Artist

December 2020 - March 2021

- Designed, scripted, and animated background graphics for their Spring 2021 Orchestral Concert.
- Pitched Storyboard, works in progress, and animation ideas to directors and production team.
- Attended orchestral recording sessions to discuss timing and pacing needed for animation.

Skills:

Language: English (Fluent), Spanish (Fluent), French (Conversational)

Management: Figma, Airtable, Shotgrid, Slack, Asana, Trello, Microsoft Office Suite (PowerPoint, Excel, Word), Google Suite, Wordpress

Software/ Hardware: Adobe Suite (Illustrator, Photoshop, Premiere, InDesign), Procreate, Canva, ToonBoom Harmony/ Storyboard Pro, Maya, ZBrush, Substance Painter, Mac Os, Windows OS, Wacom Cintiq

Additional Experience:

Freelance, Children's Book Illustrator

August 2022- December 2022

- Drafted, inked, and colored nine spot illustrations and book spreads for client concept ideas.
- Provided weekly updates on illustration work and maintained contact with clients for feedback through Asana, a work management website.
- Originated a production schedule and organized a daily checklist to provide punctual turnaround times on google calendar.

Netflix Animation Studios, Visual Development Mentee

August 2021- March 2022

- Interacted with recruiters to develop personal performance goals throughout the mentorship program.
- Developed professional mock character and visual development design sheets for a personal Sherlock-Holmes inspired film pitch.
- Presented three final designs completed during the program and pitched to industry professionals for feedback and critique.

Pencil Mileage Club, Advertiser/ Event Coordinator

May 2021- December 2022

- Hosted five information sessions with Disney Animation and industry professionals with an attendance rate of 40 to 200 guests.
- Organized club event costs for speaker events and festivals utilizing budget sheets with the treasurer and president.
- Discussed with the club team to compose advertisements to promote the club and document events.
- Created over 20 digital assets, physical flyers, and promotional thumbnails for the club's Instagram account.

Hobbies:

Roadtripping, Hiking, playing violin/piano, stargazing, aviation, karaoke, Dungeons and Dragons, watching too many science/nature videos.