Aryana Alnajjar

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Summary of Qualifications

- Over four years of experience in administrative support and production coordination within the animation industry.
- Highly organized and detail-oriented, ensuring efficient operations and accurate record-keeping.
- Strong communication skills, both written and verbal, with the ability to liaise effectively with clients, vendors, and internal teams.
- Proficient in Microsoft Office Suite, Google Workspace, project management software (ToonBoom Manager, ShotGrid).
- Capable of managing multiple tasks simultaneously while prioritizing to meet tight deadlines.
- Demonstrated ability to work independently from home and collaboratively in team environments.
- Committed to continuous professional development and staying current with industry trends.

Skills

- Strong organizational abilities
- Excellent time management
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Experienced with Google Workspace
- Familiar with project management software
- Effective written and verbal communication
- Detail-oriented
- Adaptable and quick to adjust to different environments.
- Strong interpersonal skills
- Ability to multitask and prioritize
- Independent and collaborative worker

Work Experience

Advanced Arts Instructor

Nepean Visual Arts Centre, Ottawa Ontario

November 2023 – Present

- Facilitated workshops and classes on animation techniques for students of all ages
- Developed lesson plans and curriculum materials to engage learners and enhance their creative skills
- Generated material and supply lists for management based on necessity and demand.
- Reported back to the adminsitrator and directy communicated with the parents.

Scene Planner

Mercury Filmworks, Ottawa Ontario

December 2021 – January 2024

- Managed production schedules, budgets, and resources for animation projects, ensuring timely delivery and adherence to quality standards
- Assisted in the coordination of production activities, such as planning and assembling animation scenes to be sent off into the production pipeline
- Liaised with clients, vendors, and internal teams to facilitate communication and resolve issues effectively
- Maintained accurate records and databases, facilitating efficient data management.
- Assisted in the organization and execution of afterwork events and programs, ensuring smooth logistics.

Scene Planner and Assistant Production Coordinator

Big Jump Entertainment Inc., Ottawa Ontario

July 2019 – October 2021

- Supported the production team in various administrative tasks, including file management, correspondence, and travel arrangements
- Assisted in the coordination of production activities, such as planning and assembling animation scenes to be sent off into the production pipeline
- Contributed to the development and implementation of workflow improvements to streamline processes and enhance productivity
- Prepared project documentation, reports, and presentations, supporting project managers in decision-making and planning processes
- Collaborated with team members and supervisors to optimize production processes
- Assigned tasks and supervised their completion

Education

BACHELOR OF CREATIVE ARTS

Graduated with honorary distinction.

Yorkville University, Toronto, September 2023

ANIMATION ADVANCED DIPLOMA

Algonquin College, Ottawa, April 2019

PRE-ANIMATION & ILLUSTRATION DIPLOMA

Algonquin College, Ottawa, April 2015

HIGH SCHOOL DIPLOMA

Lisgar Collegiate Institute, Ottawa, June 2014

Additional Information

- Bilingual native proficiency in English and Arabic
- Volunteer experience in community organizations or events, demonstrating a commitment to giving back to the community
- Continuing education courses in administrative management or relevant areas to stay current with industry trends and best practices
- Emergency First aid, CPR Level C, and AED training certified.
- Completed Vulnerable Sector and RCMP Criminal Record Check on hand.