



COURTNEY TROWBRIDGE

5604 Southwest Parkway Apt. 2723, Austin, TX 78735

404-822-0782 | courtneytrowbridge@gmail.com

www.courtneytrowbridge.com

EDUCATION

- **Gnomon School of Visual Effects, Games + Animation**, Los Angeles, CA: Spring 2014 - Summer 2015
1-Year Entertainment Design program + 6 months full-time additional extension studies, GPA 3.931
Honors: 2015 Gnomon Student Gallery Show, Exhibitor (curated by Alex Alvarez)
- **Drexel University**, Philadelphia, PA: Fall 2000 - Spring 2004
Bachelors of Science Degree in Fashion Design, GPA 3.4

SKILLS SUMMARY

Digital Painting
Illustration & Concept Design
Digital Sculpting & 3D Modeling
Traditional Drawing & Ideation
Storyboarding
Costume & Fashion Design
Writing & Proofreading
Community Outreach & Interaction
Event Planning & Coordination
Marketing & Social Media Content
Administrative & Office Support

HOBBIES

Illustration, Comics, Toy Design,
3D Printing, Reading, Travel,
Costume Design, English History

SOFTWARE

Digital Content Creation:

Advanced: Adobe Photoshop
(special expertise in illustration & compositing)

Intermediate: Adobe Illustrator, ZBrush, Maya

Experience in: After Effects, InDesign, V-Ray, Marvelous Designer, web layout and content creation via Wordpress sites, MailChimp, HTML, CSS, graphic design layout/editing; image correction & compositing

Office and Productivity:

MS Office: Word, Excel, PowerPoint, Outlook
Adobe Acrobat, Sign, Bridge
Google G-Suite apps, Asana

EXPERIENCE

- **Self-Employed** | [Freelance Illustrator & Concept Artist](#), 2005 - Present
- Develop and create illustrations for clients, including concept art, packaging illustration, character art, storyboards, book covers, and children's book illustrations
- **Tax Relief Clinic** | [Administrative Assistant](#), Valley Village, CA, June 2019 - Dec 2019
- Assisted a tax law attorney with reception, onboarding new clients, completing and submitting IRS and state agency tax forms, and other clerical duties
- **Kilograph** | [Administrative & Production Assistant](#), Los Angeles, CA, Oct 2018 - May 2019
- Planned and coordinate client and internal office events, such as parties, conferences, welcome events, mixers, lunch & learns, and holiday events
- Worked with marketing team to enter design award competitions; create presentations for proposals and conferences, content for website blog posts and company newsletters; work with branding team to create materials for events and office needs
- Assisted on film shoots, including coordinating filming permissions, location scouting, driving, coordinating with talent and stylists, and booking travel/accommodations
- Administrator for HR and benefits, heavily assisted CEO and marketing with recruiting
- Provided scheduling and calendar support, and perform tasks for CEO; assist accounting department with expense reports; provide clerical support and answer phones/transfer calls
- Supported 25+ person office, including office and kitchen supply ordering, travel booking and staff purchases

- **The Gnomon Workshop** | [Freelance Writer](#), Los Angeles, CA, Feb 2018 - Nov 2018
 - Wrote, edited and created web articles for interviews with top VFX artists for The Gnomon Workshop blog
- **Firestarter Community Magazine** | [Freelance Proofreader](#), Jan 2018 - Jan 2019
 - Proofread +/-180-page magazine for the art community of artist interviews and articles on conferences and film and animation festivals; additionally, proofread art books and web content for the publisher
- **Petrol Advertising** | [Freelance Illustrator](#), Burbank, CA, Feb 2018 - Apr 2018
 - Developed concept sketches for pitches and finished client assets for final compositing from texture clean-up to complete rework
- **Gnomon** | [Social Media & Event Coordinator](#), Los Angeles, CA, Aug 2016 - Nov 2017
 - Coordinated with events manager in producing over 40 high-quality, on-campus and live-streamed professional events with artists and studios; also provided live online interaction, registration, sales, admissions information and campus tours during events
 - Organized staff and student events on campus including game and film nights, holiday parties and new student mixers; coordinated food trucks for events
 - Created and managed schedule of content for Gnomon's social media channels, including Facebook, Twitter, Instagram, LinkedIn, Pinterest, and YouTube; created live content during Gnomon events and boosted posts to relevant groups; interacted with online community; relayed relevant events information and online activity to admissions team
- **Brain Zoo Studios** | [Contract Illustrator & Storyboard Artist](#), Van Nuys, CA, Feb 2016 - Jul 2016
 - Created finished character illustrations for toy packaging for a top toy brand and VR game storyboards
- **Oliver Wyman** | [Executive Assistant & Office Services Admin](#), San Francisco, CA, Jan 2010 - Mar 2014
 - Supported multiple partners and coordinated all San Francisco branch office services of a top consulting firm, including calendar, travel and expense support, office and kitchen supply maintenance, office event planning, presentation printing/binding, mail/shipping services, receptionist services; oversaw west coast alumni outreach program
- **IDEO** | [Executive Assistant \(Temporary Contract\)](#), San Francisco & Palo Alto, CA, Aug - Sept 2009
 - Provided support to business unit, including calendar, communication and travel support for two partners and expense reporting
- **Xlibris, LLC. / BabbleGlass, LLC** | [Administrative Assistant](#), Philadelphia PA, Apr 2007 - Oct 2008
 - Provided sales, graphic design and administrative support to a publishing and staffing company under the same management team
- **Destination Maternity** | [Asst. Designer/Design Intern](#), Philadelphia PA, May 05 - Jul 06 /Jul 03 - Nov 04
 - Interned for A Pea in the Pod brand before moving into an Assistant Designer role for Motherhood Maternity
 - Created development packages and technical sketches; approved color swatches and lab dips, sourced trims, fabrics and artwork; communicated with other stages of domestic and overseas development both internally and with factory agents

References available upon request