

# BELLA KWONG

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## EDUCATION

### San Jose State University

BFA, Animation/Illustration major, Business minor

EXPECTED GRADUATION MAY 2026

Senior Student

## EXPERIENCE

### Social Media Assistant, Asians in Animation Organization

OCT 2025 - PRESENT

- Fosters community engagement for a 6,000+ member organization by scheduling posts, interacting with followers, and collaborating on strategy to uplift professionals in the Asian animation community.

### Marketing Manager, *Sticky Fingers* 3D Hybrid Short Film

JUNE 2025 - PRESENT

- Systematizes the grant application process by implementing a centralized tracking system in Google Sheets, enhancing pipeline visibility and efficiency.

### Creative Production Intern — Marketing, WORTHI Agency

SEPT 2024 - DEC 2024

- Collated data, tracked project assignments, and communicated with clients on monday.com.
- Worked alongside the Audience Strategy team to assist the social media marketing process from pitch to post for Max's Pa'lante! Page. Copywrote captions to match the brand's voice and goals.
- Brainstormed content ideas for BET's animated series *Lil Kev* based on current animation trends.

### Animation Production Intern, Paramount Animation

JUNE 2024 - AUGUST 2024

- Analyzed previous films' timelines, budgets, and resources to identify trends, directly informing production strategy & operational improvements for the VP of Production.
- Interviewed in-house artists within the story, edit, vis dev, and layout departments. Documented the company's pipeline process to create a guide for new-hires, slashing onboarding time for producers.

### Social Media Coordinator, SJSU Shrunkenheadman Animation Club

MAY 2023 - MAY 2024

- Co-directed the Photography Committee. Delegated events to 14 photographers, set deadlines, and edited images. Strategically scheduled social media posts and managed a posting calendar.
- Prioritized tasks in a fast-paced environment when planning events with the club cabinet team.

### Production Assistant, *Dancing Dhamaal!* — 2D Hybrid Animated Music Video

NOV 2023 - MAY 2024

- Recorded meeting notes and communicated with animators about deadlines and progress updates.

### Director & Animator, *Fledgling* — Live Action & 2D Hybrid Short Film

AUG 2023 - DEC 2023

- Created and followed a production schedule to animate a solo film using Toon Boom Harmony.

## SKILLS

**Organizational:** SyncSketch, Confluence, Shotgrid/Flow, AirTable, monday.com, Squarespace, Google Suite (Gmail, Docs, Slides, Calendar), Microsoft Office Suite (Word, Excel, Powerpoint).

**Creative Software:** ToonBoom Harmony, Storyboard Pro, Autodesk Maya, Adobe Creative Suite (Photoshop, Illustrator, Animate, Premiere, Acrobat), Procreate, Canva.

**Membership:** Asians in Animation, Women in Animation, National Society of Leadership & Success (NSLS).