

ALEXIS JAUREGUI

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EDUCATION:

CALIFORNIA STATE UNIVERSITY FULLERTON - Bachelor of Fine Arts in Animation

WORK EXPERIENCE:

ADULT SWIM (April 2025-December 2025)

Production Coordinator –Development

- Organized, processed and prepped assets for test animation shipment
- Supervised weekly artistic review meetings with showrunner and executive producer
- Processed recording materials to teams and noted circle takes with voice talent

Storyboard Revisionist –Development / Unannounced Project (September-October 2025)

- Overhauled overall storyboard to present to animation executives and partner studio for review
- Tracked storyboard notes with Showrunner and EP on a weekly basis
- Updated boards to reflect story changes, ideas, and notes discussed during meeting

CARTOON NETWORK (August 2021-March 2024)

Production Coordinator - Cartoon Cartoons

- Prepared and track designs through the production process and ship materials for animation
- Set up daily meetings with Creators and designers to discuss projects through development
- Distributed recording materials to teams and noted circle takes with talent

STUDIO SMOKESCREEN (January 2023-February 2023)

Freelance Storyboard Revisionist – Unannounced Project

- Cleaned and revised storyboards for project, meeting with director to discuss notes
- Discussed story questions, solving and collaborating with director on revising story beats

ANDREWS MCMEEL PUBLISHING (January 2022-February 2023)

Freelance Book Illustrator - Gamer Girls Series

- Designed and Illustrate book covers and spot art for middle-grade book series
- Sent deliverables according to scheduled due dates for each stage of the project

CARTOON NETWORK (December 2020-July 2021)

Production Coordinator - Apple & Onion

- Oversaw design handouts, notes, and approvals through the pipeline
- Assembled shipment packages with designs, leadsheets, and numbered animatics
- Reported daily episodic completion percentages to production team and directors

DREAMWORKS TV (May 2019-October 2020)

Production Assistant - Archibald's Next Big Thing

- Compiled notes from internal and executive production meetings
- Processed incoming and outgoing 2D assets and animation for review and approval
- Tracked, compiled, and shipped lead sheets and designs sent to partner Animation studio

CARTOON NETWORK (January 2019-April 2019)

Production Intern - Tig 'N' Seek

- Assisted production crew with daily clerical tasks
- Recorded circle takes and took notes during studio sessions with voice talent
- Delivered storyboard documents to and from team members

SKILLS:

- Adobe Photoshop
- Adobe Illustrator
- Adobe Flash
- Adobe After Effects
- Adobe Premiere
- Aspera
- Box
- Filemaker Pro
- Flix
- Google Drive/Suite
- Microsoft Teams
- Microsoft Onedrive
- Microsoft Outlook
- Shotgrid
- Storyboard Pro
- Syncsketch
- Wacom Cintiq