

Chloe Linscomb

Production Assistant

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Skills

- Production management
- 2D Animation
- Organization
- Communication
- Note taking
- Collaboration
- Problem solving
- Calendar management and scheduling

Software

- Slack
- Airtable
- SyncSketch
- Google Suite
- Microsoft Suite
- Adobe Creative Suite
- Toon Boom Harmony
- Storyboard Pro

Awards

- Women in Animation Spring Circles Mentee 2025
- Creative Talent Network Pixar Master Class Scholarship 2025
- Women in Animation Creator Scholarship 2024



Experience

Uchi Austin/Uchi West Hollywood | Lead Host | **September 2023-Present**

- Manage high-volume reservations and walk-ins while foreseeing guest needs, resulting in smoother service
- Handle sensitive celebrity guest information with integrity, ensuring their safety and comfort
- Anticipate and resolve problems independently before they impact the guest's experience

IsARk Studio | Production Assistant | March 2023-March 2024

- Supported daily administrative tasks including scheduling, note taking, and budgeting using Google Suite and Excel.
- Took initiative by creating fire escape plans and organizing equipment rentals to assist other departments
- Balanced multiple tasks in a fast-paced environment while maintaining professionalism and meeting tight deadlines

"Panic" | 2D Rig Animator | July 2022-November 2022

- Fully animated lead characters for a short film using master control rigs in Toon Boom Harmony
- Reworked flagged shots in collaboration with the director, aligning final animation with the project's creative vision

"Nature's Bounty" | Director | June 2021- June 2022

- Directed a 2D animated short film with a team of 75+ artists, overseeing the full production
- Created detailed animation guides, instruction packets, and notes to communicate artist expectations
- Provided administrative support by managing calendars, scheduling team meetings, and maintaining shot trackers

Education

Los Angeles City College | Cinema and Television | **October 2025-Present**

Savannah College of Art and Design | BFA Animation | **Summa Cum Laude | 4.0 GPA | September 2019-June 2022**

Volunteering

Texas Junior Roller Derby | Coach | July 2022-October 2024

- Mentored over 50 young skaters while promoting sportsmanship and positive personal growth on and off the track