

YISEL TAPIA

yiseltapia.com | yiseltapia.inquiry@gmail.com

Belmont, CA - Willing to commute to Menlo Park & San Francisco.

EXPERIENCE

Animation Production Manager | 251 Productions

January 2025 - Current | Remote

- ◆ Delegated assignments & updated the shot list alongside the Producer.
- ◆ Worked closely with the animation & story team to support and ensure consistent deliveries and hit deadlines.

Teacher | KinderCare Education

January 2025 - Current | Atherton, CA

- ◆ Supervised & organized activities with curriculum-led topics for 2nd graders.

Animation Production Mentee | Women In Animation

April 2024 - July 2024 | Remote

- ◆ Studied the 2D TV series pipeline & created script reviews & asset trackers.

Instructional Aide | Strategic Kids

September 2023 - December 2024 | Vista, CA

- ◆ Communicated the staff-wide curriculum while leading TK-K groups daily.

Production Assistant | Green Ninja

February 2023 | Hybrid, San Jose, CA

- ◆ Managed the call sheet for a live action educational short film set.

Co-Director & Co-Producer | Amongst The Myrtle Trees - Short Film

August 2022 - July 2023 | San Jose, CA

- ◆ Oversaw all creative development and assignment delegation.
- ◆ Delivered 12 animated shots, the storyboards for the final sequence while managing our schedule & deadlines in Excel, Sheets, & Jira. [Link here.](#)

Office Assistant | SJSU Animation/Illustration Program

August 2022 - May 2023 | Hybrid, San Jose, CA

- ◆ Directly assisted the Program Coordinator with day-to-day operations such as student-program outreach, answering calls, file organization, & emails.

Production Assistant | L'Homme de Cuivre (The Copper Man)

January 2021 - January 2022 | San Jose, CA

- ◆ Worked closely with the Producer to translate their live action experience into a 2D animation pipeline schedule. [Link here.](#)

EDUCATION

San Jose State University

August 2018 - May 2023 | San Jose, CA

- ◆ Bachelor of Fine Arts in Animation/Illustration, 2018-2023.

SOFTWARE

Project Tracking Software

- ◆ Tables, Airtable, Jira.

2D Animation & Storyboarding

- ◆ Toonboom Harmony & Storyboard Pro.

3D Animation & Texturing

- ◆ Maya & Substance Painter.

Microsoft Suite

- ◆ Word, Excel, Powerpoint, Outlook.

Google Suite

- ◆ Gmail, Docs, Sheets, Slides.

Adobe Suite

- ◆ Acrobat, Photoshop.

LANGUAGES

English & Spanish.

- ◆ CA Seal of Bilingual, 2017.

CLUBS & AWARDS

Women In Animation Scholarship Recipient

- ◆ Honorable Mention & Toon Boom Award, 2021 - 2022.

Shrunkenheadman Club Social Media Coordinator

- ◆ Club Cabinet Member & Social Media Coordinator, 2021 to 2022.