

MARTINA SOL MACCHI

PRODUCTION ASSISTANT

<https://www.martinasolmacchi.com>

CONTACT

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Los Angeles, CA

EDUCATION

OTIS COLLEGE OF ART AND DESIGN

BFA in Animation

2022 - Present

SKILLS

- Production Organization & Tracking
- Attention to Detail
- Cross-Department Collaboration
- Task & Deadline Management
- Clear Written & Verbal Communication
- Visual Storytelling Awareness
- Adaptability in Fast-Paced Environments
- Creative Problem Solving

SOFTWARE

- Microsoft Office (Excel, Outlook, Word, PowerPoint)
- Apple Suite
- Storyboard Pro
- Autodesk Maya
- Zbrush
- Adobe Substance Painter
- Adobe Premiere Pro
- Adobe Photoshop
- Adobe Illustrator
- Unreal Engine

EXPERIENCE

UNDERGRADUATE CLASSROOM ASSISTANT Los Angeles, CA

Animation Production and Studio Project Classes

2025 - Present

- Assisted with animation production workflows, supporting asset tracking, shot organization, and approval processes for a student film.
- Coordinated between instructors and students on scripts, storyboards, and production deliverables.
- Supported editing, design reviews, and production planning across multiple stages of the pipeline.

FIRST GENERATION STUDENT'S PEER MENTOR Los Angeles, CA

Otis College of Art and Design Special Program

Summer of 2025

- Supported program operations by coordinating schedules, activities, and student needs in a fast-paced environment.
- Managed unexpected situations with professionalism, prioritizing safety, communication, and organization.

EVENT ASSISTANT Los Angeles, CA

College events such as; Accepted Students Day, Open House, Jikei Exchange, etc.

2023 - Present

- Assisted with planning and execution of large-scale events, supporting logistics and on-site coordination.
- Provided live Spanish-English translation for international families, ensuring clear communication.
- Adapted quickly to changing priorities while supporting multiple teams and supervisors.