Sueli Ruiz-Gomez Ferreira

Studio helper and Assistant

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Profile

Organised and diligent studio helper and assistant with experience supporting media workflows. Skilled in asset and shot management and supporting interdepartmental tasks. Proficient in multiple tracking systems and software that include Excel, Google Suite and familiar with Shotgrid and Flow workflows. Eager to use my understanding of project management and to expand both knowledge and skills in an office environment.

Work Experience

Karrot Entertainment-Production Assistant
Ten Little...Who? | Sep 2024- Jun 2025
-Delivered voiceover session notes to the editorial teams
-Edited and distributed scripts, post-scripts and synopses
-Coordinated dailies, meetings and ensured cross-departmental reviews
-Tracked shots and assets and updated trackers in Excel and WebCC
-Prepared and distributed documentation across design and animation departments
-Collected updates from animation artists and assisted in communicating delays to the Producer
-Made shots and assets available to artists
-Supported the producer with client submissions and document delivery
-Took notes during meetings and review sessions
-Supported producer with research on delivery platform Silvermouse
-Communicated with design and animation leads to keep project on track

NFTS-Clean Up & Colour Artist
The Wolf of Custer | Oct 2022 – Mar 2023
-Delivered clean-up and colour passes in Photoshop, maintaining the style of the film
-Offered suggestions and implemented feedback during reviews with the director
-Used my expertise and improved the workflow of the colour process through Photoshop actions

NFTS- Animation & Design Artist
Do Not Feed the Pigeons, Night of the Living Dread | Dec 2020- Mar 2021
-Designed technical props and delivered animation assets meant for stop-motion
-Collaborated with directors to align animation and assets to their vision and the project's requirements
-Used TvPaint as industry standard software to complete animation tasks
-Maintained remote communications in accordance to COVID-19 guidelines

Technical and Production Skills

- •Production: Microsoft Office, Google Suite, Slack, Silvermouse and familiar with Shotgrid
- •Creative: After Effects, Photoshop, Toon Boom harmony, WebCC, TVPaint, Dragonframe, Premiere Pro
- •Other: Final Draft, script editing, asset tracking, minute taking, attention to detail, computer literacy & communication skills, organisation skills and time management

Education & Training

- BA Animation, Middlesex University
- Foundations of Project Management, Coursera
- Intro to Harmony, Tomavision

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