Erika Gomi

egomi13@gmail.com | 415.967.8809

EXPERIENCE

Design Production Coordinator
SpongeBob Movie 4 | Paramount Animation
Los Angeles, CA | Feb 2023 – May 2025

- Flagged & communicated outstanding notes to leadership while keeping trackers updated
- Packaged & shipped deliveries to vendor studios
- Tracked Asset/Light/Comp/QC data in ShotGrid
- Prepared & ran review rooms

Production Coordinator
Series Dev | Cartoon Network Studios
Los Angeles, CA | Sept 2022 – Jan 2023

- Tracked & organized designs on Box & server
- Conformed boards & prepped scripts for records
- Scheduled design handouts & animatic sits
- Communicated with artists & executives on daily basis

Production Assistant
Shorts Program & Series Dev | Cartoon Network Studios
Los Angeles, CA | Sept 2021 – Sept 2022

- Logged shorts submissions to server
- Took notes in design breakdowns
- Attended records & took circle takes
- In charge of ordering office supplies

Production Assistant
Close Enough | Cartoon Network Studios
Los Angeles, CA | Feb 2021 – Sept 2021

- Scheduled weekly storyboard meetings
- Prepped materials for awards submissions
- Sent out weekly timecards
- Prepped digital x-sheets for timer

EDUCATION

University of Southern California
School of Cinematic Arts, Animation
Los Angeles, CA | 2015 – 2019
BA, Magna Cum Laude

SKILLS

ShotGrid/Flow, Microsoft Office (Outlook, Teams, Excel, Word, SharePoint), Slack, Google Suite (Sheets, Docs, Slides), Syncsketch, RV, Mac/PC/Linux, Zoom, Adobe (Premiere, Photoshop, Acrobat, Illustrator, After Effects), Storyboard Pro, Filemaker Pro, Box, Frame.io, Customer Service, Confluence, French (int), Japanese (beg)