

CHLOE PORTALATIN

New York, NY | port.chloe@gmail.com | (917) 702-5876 | www.linkedin.com/in/chloe-portalatin
www.slowbrewstudio.com

EDUCATION

Marymount Manhattan College, New York, NYC

Graduation: May 2024

B.F.A. Illustration & Animation

Minor in Interactive Media

WORK EXPERIENCE

Sephora, New York, NYC

May 2022 – Present

Beauty Advisor/Sales Associate

- Greeted over fifty clients per hour and directed them based on their needs
- Checked out clients at the register and informed them of any sales or events happening in-store
- Booked reservations for clients seeking a makeup or skincare service
- Cleaned, organized, sorted, and set products out for display during store openings and closing

Marymount Manhattan College, New York, NYC

October 2022 – December 2022

Videographer and Graphic Designer

- Filmed and edited content to promote previous and upcoming events
- Designed flyers for various college-related programs and events
- Performed administrative tasks independently such as displaying and removing flyers

Marymount Manhattan College, New York, NYC

October 2020 – September 2022

Tour Guide/Administrative Assistant

- Guided weekly in-person campus tours of over fifteen people and explained the resources and spaces of the school
- Corresponded via phone with approximately ten prospective students and families daily
- Cataloged and filed over fifty prospective student application forms into the CRM system in a semester

Different Directions Inc., New York, NYC

October 2016 – March 2020

Teacher's Assistant

- Assisted in printing and distributing in-class work and homework to students across various classes
- Motivated and kept track of thirty students between the ages of 10-16 years old and taught positive communication skills
- Coordinated with faculty and students in obtaining and storing costumes for the annual theatre productions

INTERNSHIP EXPERIENCE

Plymptoons Studio, New York, NYC

April 2023 – Present

Animation Compositing Intern for feature-length film "Slide"

- Created 5-10 compositions per week which includes multiple moving elements and stills to prep for an animated sequence
- Refined edges and adjusted colors of 2D assets in Adobe Photoshop to import into After Effects
- Animated characters in After Effects for the final composited and rendered sequences
- Organized elements and composited sequences into the appropriate folders for easy access in shared online drive

TV Tea, Remote, NYC

May 2022 – August 2022

Summer Editorial Intern

- Pitched three AP style article concepts per week to the Editor-In-Chief
- Analyzed films and television shows to find out what makes them newsworthy
- Followed news and other popular media outlets and entertainment trends to find content for potential articles

SKILLS

Hard skills: *Photoshop, Premiere Pro, Illustrator, Animate, After Effects, Procreate, Microsoft Office Suite, Social media*

Soft skills: *Client servicing, communication, high information retention, professional, collaborative, driven*

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RELEVANT COURSEWORK

- WRIT 101 (Fall 2020)
- WRIT 102 (Spring 2021)
- ART 210: Digital Imaging 1 (Fall 2020)
- ART 116: Color and Design (Fall 2020)
- ART 215: Illustration (Spring 2021)
- COMM 112: Storytelling Across Media (Spring 2021)
- ART 111: Drawing 1 (Spring 2022)
- COMM 233: Video Field Production (Spring 2022)
- COMM 225: New Media Techniques (Spring 2022)
- ART 316: Digital Illustration (Fall 2022)
- COMM 222: TV Studio Production (Fall 2022)
- COMM 322: Writing for Television (Fall 2022)
- COMM 356: Cinematography (Fall 2022)
- ART 220: 2D Animation (Spring 2023)
- ART 228: 3D Animation (Spring 2023)
- ART 301: Figure Drawing 1 (Spring 2023)
- ART 411: Senior Art Seminar (Anticipated Fall 2023)
- COMM 325: Interactive Media (Anticipated Fall 2023)
- HIST 332: History of Comics & Cartoons (Anticipated Fall 2023)
- BUS 210: Marketing (Anticipated Fall 2023)

AWARDS

Dean's List (Fall 2020)

Dean's List (Spring 2021)

Students of Excellence Award: Empowerment (September 2021)