

## **Kerry Kugelman**

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### **EMPLOYMENT**

- September 07-March 08  
May-July 08     **Digital Retouching Artist, Disney Feature Animation Research Library**  
The Walt Disney Company (Aquent)  
Retouch and restore scanned animation art and photographs, for use in Disney publishing, Blu-Ray releases, art exhibitions, and promotional displays at multiple Disney theme park venues.
- May 2008         **Animation Asset Management / Product Development Assistant**  
Disneytoon Studios (Aquent)  
Manage digital animation assets for redeployment to internal clients for product development and marketing. Create asset model reference guides; review production CGI clips for asset selection.
- March-August 2007     **Administrative and Media Support: Human Resources**  
The Walt Disney Company (Appleone)  
Managed daily digital photo workflow for 30 teachers in Children's Center. Proofread and edited five monthly classroom newsletters. Maintain secure and confidential files and database information. Created process documentation for internal staff workflow.
- April 2006-March 07   **Employee Communications Specialist, Human Resources**  
Princess Cruises, Santa Clarita  
Daily maintenance of corporate intranet home page: writing, editing and posting feature stories, news items and photos. Created graphics and signage for HR Communications programs. Organized resources and communications for managers' document website.
- 2004-2006         **Adjunct Professor, Art and Art History**  
Los Angeles area Universities and Colleges  
Taught Design, Painting, Drawing, Business and Art, and Art History. Created lesson plans, lectures, tests and did all assessments. Extensive use of PowerPoint and online document management / communication tools.
- 1999-2004         **Communications Manager, Information Technology**  
NBC Universal, Burbank  
Created web and print media to communicate key human resources policy, benefit and other internal employee communications. Key driver to launch and maintain IT division website (Bitstream); provided executive presentation support; managed broadcast email communications; successfully manage \$300K budget.
- 1996-1999         **Human Resources Coordinator, Information Technology**  
Universal Studios, Burbank  
Supported recruiting, hiring, termination, benefits and all related HR transactions. Assisted with training, presentations and meetings for the IT group. Provided executive presentation support, including video, graphics and writing.
- 1995-1996         **Executive Assistant**  
Hyperion Animation Company, Glendale, California  
Manage correspondence and meetings for VP/CFO of independent feature animation company. Record and audit daily bookkeeping; process domestic and international wire transfers. Coordinate studio operations, information systems, and intern program.

### **SKILLS**

Adobe Photoshop, Illustrator, InDesign, Acrobat Professional, Dreamweaver, Quark Xpress, and Microsoft Office. Also familiar with Apple Final Cut, and some Flash, Premiere, and AfterEffects. Basic HTML, web specifications, scanning, digital photography, videography.

### **EDUCATION**

Master of Fine Arts, Painting and Drawing; Claremont Graduate University  
Bachelor of Arts, Painting; California State University, San Bernardino

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