

Liz Luu

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WORK EXPERIENCE:

Talent Database Manager - Women in Animation

Dec 2019 – Present

- Created AirTable **Talent Database** with over 5000 profiles
- Merged and cleaned 2500 records of historic data and hired data entry temps to update profiles
- Set up automated forms for talent to update information and add their own profile
- Met regularly to present and gather feedback from studios and recruiters on database usage
- Built additional studio database that could track where talent was being hired internationally
- Standardized skills, genres, job titles, and more to align industry standards
- Personalized views for each type of user's needs and respond to queries about database
- Generate regular reports and statistics on database health and potential areas for growth

Junior Executive, Adult Animation (Anime) – Netflix

Sep 2021 – Sep 2022

- Manage **Project Data** and coordinate over 60 animated shows with international vendors

Talent Sourcer, Animated Films – Netflix

Nov 2018 – Sep 2021

- Discover untapped sources of talent and manage data health of entire **Candidate Database**

Executive Assistant to Head of the Studio – Crunchyroll Studios

Nov 2018 – Mar 2020

- Create **Visual Development Database** for artists, develop unique tagging and search system in G-Drive, manage upkeep, and deliver curated talent recommendations for each show
- Admin for heavy international and domestic travel, scheduling, and expenses
- Build decks for greenlight package so entire team can make informed and timely actions
- Evaluate pitches and craft polite pass correspondence that uphold positive standing with talent
- Plan and run events for the studio, providing relevant animated content to screen at events

Development/Current Department Assistant – Cartoon Network

Jul 2015 – Nov 2018

- Create a searchable **Animation Writers Database** with codified skills
- Attend industry events and track competitive talent to present reports of current trends
- Manage pitches, projects statuses, coverage assignments, and writers for regular reports

Asset Manager – Creative Capers

Jan 2015 – Jul 2015

- Store and track designs in **Asset Database** for animation production
- Respond and follow up to queries about projects from clients and remote partners

Development Research Assistant – All Nippon Entertainment Works

Jul 2013 – Aug 2014

- Propose and develop first cohesive **IP database** to organize projects in Excel
- Write and design PowerPoints, summaries, and graphics for pitch materials

EDUCATION:

University of Southern California

Class of 2014

Business of Cinematic Arts B.S.

SKILLS & INTERESTS:

Technical Skills – Programming (C++, Python), AirTable, Excel, Access, FileMaker Pro, PowerPoint/Keynote, HTML5/CSS3, Sharepoint, Graphic Design/Photoshop, Video Editing (Avid)

Languages – Japanese, French, and Vietnamese

Interests – Folklore/Myth, Animation, Comics, Video Games, Mixed Martial Arts, and Cooking