

# AnnaBella Vaca

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## Work Experience

### **The Walt Disney Studios**

#### **Post Production Disney Live Action Sept. 2025-Dec. 2025**

- Updated Airtable Editor Crew database with individuals' availability and prior credits
- Revamped the post production timeline template with a focus on readability and presentation.
- Assisted in quality checks for an upcoming feature in five different DCP formats.
- Spearheaded a cast & crew screening. Designed the invite, managed rsvps, generated the guest list and checked in guests.

### **The Walt Disney Studios**

#### **VFX Intern, Disney Live Action & 20th Century Studios Jun. 2025-Dec. 2025**

- Curated high-level overview budget, vendor contract and credit comparison excels on Disney Live Action titles from 2016-2025.
- Created a bid breakdown excel template and in-put 10 archived titles to feed into a new automated software developed by the Disney Research Group.
- Generated DocuSign envelopes for Vendor Contracts and filed executed documents.
- Updated 20th Century Studios digital server with the organization of production folders by implementing a new folder structure.
- Accurately cataloged the 20th Century Studios VFX asset builds by type and per title for 128 titles in Airtable.
- Provided administrative assistance to support managers in a fast-paced environment.
- Efficiently executed all deliverables with speed and accuracy.

### **The Walt Disney Studios**

#### **Production Sustainability Coordinator (temp) Feb. 2025-May. 2025**

- Supported 10 TWDS feature films across the globe.
- Tracked and filed various reports, folders, schedules, agendas and logs within Box.
- Streamlined sustainable reporting processes for global consistency and efficiency.
- Created a production report template highlighting KPIs and initiatives to present to high-level executives upon wrap.
- Researched and cataloged emerging technologies, vendors and organizations which were tracked and updated in Airtable.
- Coordinated communication, meetings and presentations with team members, linking with other departments including Production, Legal, Assets, PR and Marketing internally and externally.
- Collaborated with partners across lines of business to host a company wide earth month keynote presentation educating employees on sustainable production initiatives on set.
- Designed department branding guidelines as well as implemented PowerPoint, Word and Excel templates for studio and production use.

### **22 West Media**

#### **Content Strategist Intern Aug. 2022-Dec. 2024**

- Coordinated schedules and meeting agendas for department heads.
- Scheduled meeting locations in accordance with campus policies and procedures.
- Organized archived video interviews and B-roll footage for reuse.

### **San Francisco Cartoon Art Museum**

#### **Media Intern Jan. 2017-Mar. 2020**

- Covered the front desk, greeted guests, documented donations, and covered phones.
- Hosted comic professionals showcased at the museum and local comic cons.
- Filmed and edited live speaking engagements, live events and exhibitions at the museum.
- Built the museum's social media presence.

## Software Skills

- Microsoft suite
- Google suite
- Box
- Zoom
- Airtable
- Adobe Premiere Pro
- Avid Media Composer
- DocuSign
- Movie Magic
- Smart Sheets
- FileMaker
- Adobe Photoshop
- Illustrator

## Professional Skills

- Creating pitch decks
- Research and development
- Post Production workflow
- VFX production workflow
- VFX vendor contracts
- Script Breakdowns
- Graphic Design

## Education

**California State University Long Beach**  
Bachelor's of Cinematic Arts | 2025

**Oakland School for the Arts**  
Visual Arts | 2021

## Programs

**University of Southern California**  
School of Cinematic Arts  
Summer Program | 2019

**University of California Los Angeles**  
UCLA Extension Course-  
Creative Screenplay  
Writing | 2019