

EDWARD VILLEGAS

1045 Brunswick Street
Daly City, CA 94014

Phone: (415) 335-5819
Email: dard123@gmail.com

- EDUCATION
- Animation Mentor**, 2008 - 2010 San Francisco, CA
 - Certificate in Advance Character Animation
 - Academy of Art University**, 2003 - 2008 San Francisco, CA
 - Bachelors of Fine Arts and Visual Effects (Character Animation)

WORK EXPERIENCE

- 4/04 – Present **Property and Casualty Surveys**
Reviewer / Scanner San Bruno, CA
- Review reports submitted by inspector prior submitting to insured clients through web clients Los Control 360, Corbit, & Mryiad. Reviewing includes verifying house exterior / interior features, exterior / interior hazards, fire protection, organizing photos, draw or edit diagram in Rapid Sketch, and revising inspector comments.
 - Assist fellow reviewers with reports.
 - Responsible for scanning house inspection reports by inspectors.
 - Aided IT department in troubleshooting computer applications and network troubleshooting. Such as fixing printer connection, relocating and set up PCS, cleaning PCS, installing software and operating systems, and informed employees any troubleshooting information.
- 01/03 – 12/03 **Eflexservices, Inc.**
Administrative Assistant Woodside, CA
- Managed Excel spreadsheet data for mail merging financial packets for high net worth customers.
 - Explained / trained procurement process to new staff for packages to mail to high net worth customers.
 - Created client letters and mailed packages for clients.

VOLUNTARY EXPERIENCE

- 4/13 – 1/16 **Stronger than Pickles**
3D Generalist/2D South San Francisco, CA
- Create original 2d concept art and 3D assets for game development, such as 3D, modeling, UV layout, Texturing, rigging, and animation for Space King (working title).
 - Collaborate with programmers and game designers on art direction of title.
 - Use Blender and Photoshop to develop characters.

OTHER SKILLS

- Experienced with Microsoft Word and Excel.
- Technically proficient in the use of Windows System.
- Some knowledge of Linux base system like Ubuntu and Linux Command Line Interface.
- Advanced level in animation use of Autodesk Maya & Blender (Character Animation, Character Rigging and Modeling.)
- Experienced in using Adobe Photoshop and Adobe After Effects.
- Technically proficient in troubleshooting general computer application and networks (TCP/IP).
- Typing 60+ wpm

INTERESTS

- Interest in voluntary consulting with local Art projects.
- Understanding of technology such as computer and networking repair.
- Building PCS.