

Michelle "Mickey" Nuspl

5073 Patterson Road
St. Louis, MO 63129

314-578-1155
nusproductions99@gmail.com
www.linkedin.com/in/mickey-nuspl/
www.nusproductions.com

Skills

- Extremely Organized
- Team-oriented
- Excellent communicator
- Great multi-tasker
- Critical Thinker
- Proficient in Microsoft Office and Adobe Products.
- Proficient in Toon Boom, Adobe After Effects, Capcut, and Procreate.
- Familiar with Duik Bassel in After Effects
- Have experience in Adobe Premiere Pro, Illustrator, Photoshop, and Clip Studio Pro.

Experience

Dave Sinclair Buick GMC / Digital Media Assistant

April 2023 - present, St. Louis, MO.

I've worked at Dave Sinclair Buick-GMC as a Digital Media Assistant for the past three months. My duties include creating digital content for their social media; taking photos and videos of new, used, and custom cars and creating short form videos, stories, and posts with that content; creating short form video content including employees; creating a posting schedule; working on the monthly newsletter; and occasionally checking social media analytics.

Consultants in Women's Healthcare / Front Desk Receptionist

July 2020 - April 2023, St. Louis, MO.

I've worked at Consultants in Women's Healthcare for the past two years as a Front Desk Receptionist at an obstetric and gynecology office. My duties include greeting patients at check in, check out, and over the phone, assisting with scheduling patients for different types of appointments and keeping track of appointment times for four doctors and two nurse practitioners; assisting patients with navigating billing and insurance questions, collecting payments, entering insurance data for patients, dealing with sensitive patient data; directing patients and other medical staff to the correct department if needed, listening and empathizing to patients with difficult problems and reassuring them in person and over the phone, taking messages; mailing out new patient forms, collecting and distributing mail to the proper department, as well as organizing the office with new supplies and samples and taking medication samples to the proper storage areas; assisting the doctors with writing letters to and for patients when needed, filling out FMLA and Short Term Disability paperwork for patients who had surgery, delivered a child, or needed time off work on intermittent basis, then sending out the paperwork in a timely manner; and occasionally working on specialized tasks.

Murrell Animations, LLC/ Background Designer

April 2022, St. Louis, MO.

I worked for Murrell Animations, LLC as a background designer for a short animated bible themed episode. My duties included taking pre-made sketches into full fledged background designs, being a color designer, and helping with layout.

Gamestop / Senior Guest Advisor

October 2019-July 2020, St. Louis, MO.

I worked at Gamestop as a Senior Game Advisor for ten months. My duties included taking payments, selling Gamestop Rewards accounts, game warranties, helping and advising guests when asked, keeping the sales floor neat, receiving shipments, shipping out products, keeping up with new games, and being a team player.

Coolfire Studios / Freelance Illustrator/Animator

October 2019-December 2021, St. Louis, MO.

I worked with Coolfire Studios as a freelance illustrator and animator for multiple different projects. I helped storyboard, design characters, and animate characters to help create well rounded animated episodes for different clients. These projects were sporadic, and lasted for either weeks or months, but not the full two years.

Pathways to Independence / Office Assistant

July 2016 - September 2019, Clayton, MO.

I worked at a local non-profit working as an office assistant for three years. I regularly help with keeping the office organized, filing paperwork, entering in reports, creating goal sheets for clients, keeping up with documentation, entering data, calling and greeting participants, and occasionally working on specialized tasks.

COCA / Lead Animation Teacher

May 2019 - August 2019, University City, MO.

I was the lead animation teacher for 5 animation camps for the summer of 2019. I kept track of kids, kept their work organized, assisted where needed, kept kids on track with their projects, and taught them to animate using stop-motion techniques.

Coolfire Studios / Animation Intern

June 2019 - August 2019, St. Louis, MO.

I was hired at Coolfire Studios as their first animation intern. I created backgrounds for a digital web-series, animated for two digital web-series, and developed all the character designs and overall look for an episode for Build-A- Bear TV.

La Petite Academy / Assistant Teacher

May 2017 - June 2019, Ballwin, MO.

At La Petite Academy I was a teacher's assistant for all classrooms, from children aged 3 months to 6 years old. I kept classrooms cleaned, helped with children's circle times, keeping track of children's information and how their day was, talked with parents, and always made sure the kids had fun in their learning!

Education

Webster University/ BA in Animation, Minor in English

August 2016 - May 2019, Webster Groves, MO.

St. Louis Community College / Associates in General Transfer Studies

August 2013 - May 2016, St. Louis, MO.

