

# Amelia F. Talken

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Highly organized and detail-oriented professional with experience in high-volume premium customer service. Thrives in fast-paced collaborative environments with an aptitude for time management and creative problem-solving.

## Skills

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- After Effects
- Premiere Pro
- Canva
- Illustration
- Illustrator
- Lightroom
- Figma
- Basic HTML & CSS
- Photoshop
- Adobe Animate
- Storyboarding
- Microsoft Office Suite

## Education

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**Missouri State University, Bachelor of Science | 2020 - 2024**

Electronic Arts, Art History (minor)

*Summa cum laude*

## Projects

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**Closet Space - Live Dating Show | Designer & Animator | December 2025 - Current**

- Illustrate posters for Social Media while keeping brand identity in mind.
- Design graphics and animations for the final edit.
- Format and organize files to create a seamless process for the editor.
- Collaborate with the director by sending sketches, responding to feedback, and adding ideas.

**Aids Project of the Ozarks - Social Media Posts | Animator | September 2025**

- Added frame-by-frame animations onto footage provided by client.
- Collaborated with another animator to ensure the videos met the needs of the client.
- Advised the client on various editing and animation techniques to fit the scope, vision and timeline of the project.

**Passage - Feature Film | Animator & VFX Artist | January 2025 - September 2025**

- Worked with director through email and Zoom to ensure the project fit with his vision.
- Storyboarded, animated, and composited two 1-minute animations based off a script provided by the director.
- Used AfterEffects to add VFX on footage.

## Work Experience

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**Levy Restaurants | Premium Supervisor | July 2024 - Current**

- Supervise and coordinate front-of-house team members to ensure smooth daily operations.
- Oversee setup and breakdown of premium areas to meet quality and presentation standards.
- Create and follow a strict timeline during day-long events.
- Monitor inventory levels, restock supplies, and communicate needs to management.
- Train and mentor staff on hospitality standards, service techniques, and safety protocols.

**Missouri State University CMJF Department | Lab Assistant | January 2023 - May 2024**

- Assisted students and staff with checking out and handling film equipment and software.
- Ensured clean and organized lab and studio spaces.
- Maintained a working knowledge of the available equipment and university policies.
- Trained and advised new hires on the Cheqroom software, lab procedures, and troubleshooting.

## Volunteering

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**Kansas City Underground Film Festival | February 2025 - Present**

- Watch and review 12 hours of film submissions for the festival.
- Discuss submitted films with other volunteers and festival runners.
- Help sell merchandise during the festival.