

Tim Eterno

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(847) 899-7344 | Brooklyn, NY

PROGRAM SKILLS

ADMINISTRATIVE: Google Workspace, MS Office Suite, Salesforce and Spektrix CRM, Sprout Social, Hootsuite, Mailchimp, Slack, Outlook, Teams, Trello, Zoom

ARTISTIC: Photoshop, Illustrator, InDesign, Premiere, After Effects, Wix, WordPress, Lightroom, Canva, Audacity, Clip Studio Paint, Copilot

PROFESSIONAL EXPERIENCE

Office Coordinator

February 2026 – May 2026

Foresight Theatrical, LLC

- Managing administrative responsibilities for daily office operations - Maintaining email inbox, handling internal and external correspondence, fielding security requests, booking conference room space, distributing morning employee 'Out' lists
- Photocopying/scanning/filing documents; maintaining confidentiality while transferring sensitive material. Digitizing/cataloging bank statements and production receipts into office's budget archive
- Manning front reception desk and office calls; transferring calls to proper parties after consultation
- Coordinating and transporting supplies to Broadway studio spaces for stage readings, rehearsals, and productions
- Distributing office mail and preparing/stamping outgoing mail. Ensuring all mail is charged to the correct production

Awards Entry Processor

October 2025 – January 2026

Effie Worldwide

- Thoroughly reviewed advertising campaigns submitted for the 2026 Effie U.S. Awards Competition before staging entries for judging
- Ensured entries complied with competition rules in submission kit. Corrected improper formatting, incomplete information and sourcing, copyright-infringing material, and marked graphical adjustments
- Double-checked colleagues' assigned entries as a second reviewer
- Served as liaison between Effie and all entrants (Fortune 500 companies, lead agencies, and marketing firms). Communicated with entrants regarding revisions and deadlines, navigated technical issues and underwent troubleshooting
- Maintained an updated spreadsheet of judges' contact information

Design Fellow

January 2024 – May 2024

Bohlsen Group, LLC (Indianapolis, IN)

- Designed creative for clients' digital ad campaigns (static and video) and layouts for company business proposals and press releases
- Developed company communications strategy; outlined initiatives for an employee newsletter, increased community involvement, and spearheaded a series of Media Training instructional videos
- Produced, edited, and created graphics for *Taking Care in Business*, a monthly podcast interviewing small business owners. Published podcast on Spotify, Apple Podcasts, and on Bohlsen Group website; designed promotional posts for LinkedIn

ARTISTIC EXPERIENCE

Story Artist

May 2025 – June 2025 & February 2026 – March 2026

Creators Society

- Created storyboards and edited animatics for two-award winning animated shorts, "[BREATHE](#)" and "[Falling to Fly](#)" as part of Creators Society team challenge competitions

Director (+ Writer / Character Designer / Storyboard Artist / Layout Artist / Voice Acting)

December 2022- May 2024

GARAGE SALE

- Directed and coordinated production of the animated short film, "[GARAGE SALE](#)." Created spreadsheets to track production progress, led weekly progress meetings with a team of 30+ artists, animators, background designers, and musicians
- Received film festival accolades from the CTN Animation Expo, WIA NYC's Animation Festival, Los Angeles Film Festival, and more. Amassed 100,000+ views on YouTube

Staff Artist

November 2024 - Present

Nintendo Force Magazine

- Creating one-page comic strips for NF's "Comic Break" sections, featuring Nintendo characters and franchises. Tailoring comics to fit issue themes
- Working directly with editor-in-chief for story and artistic feedback

Cartoonist – "Chip Scribble"

October 2021 – May 2024

The Butler Collegian

- Authored and illustrated a weekly comic strip, "[Chip Scribble](#)," for Butler University's nationally-recognized newspaper
- Retouched color values and compositing for printed versions of comic
- Received two consecutive awards for "Best Editorial Cartoon, Division II" from the Indiana Collegiate Press Association (ICPA)

EDUCATION

Butler University

August 2020 – May 2024

Bachelor of Arts – College of Communication (Indianapolis, IN)

- Organization and activities: Honors Program, *Manuscripts* literary magazine editor, Speaker's Lab Tutor, Butler Bands Public Relations Executive, Sandbox Student Productions Marketing Executive, D.E.I. Board member, *The Butler Collegian* Staff Cartoonist, Butler Improv Troupe captain