

Jane Grantham

Mission Statement: Motivated to enhance creative design, productivity and operational performance.

Education

B.A. in Art & Design: Games & Playable Media

University of California at Santa Cruz | Present

- Graduation expected June 2024
- Affiliated with Game Design & Art Collaboration, 2022

Work Experience

Studio Coordinator

Game Design & Art Collaboration | Present

- Lead Coordinator for the 2022-2023 GDA Mock Studio.
- Coordinates and runs weekly club-wide meetings of 100+ people.
- Responsible for scheduling, planning and running studio meetings between appropriate departments (Sound, Design, Programming, Writing, Production, and Art) to allocate work distribution and analyze project progress.
- Responsible for timelining broad asset creation and implementation, playtesting and feedback coordination, and project goals.
- Works closely with department heads in order to facilitate interdepartmental communication, streamline planning and resolve issues.
- Trains/coordinates Department Producer team.

Social Media Specialist

Game Design & Art Collaboration | Present

- Works within a small team to represent UCSC's Game Design & Art Collaboration on a variety of social media platforms
- Manages social media content consisting of posts and updates.

Photographer, Designer & Technical Writer (Yearbook)

Yreka High School | August 2018 - June 2020

- Personally prepared and updated layout and page content using Adobe Photoshop and Lightroom.
- Personally managed a small team of photographers and writers for designated shoots and editing.
- Worked with creative personnel to establish and create designs related to subject matter in alignment with specifications.

Ambassador

Girl Scouts of Northern America | September 2006 - June 2019

- Recipient of the Silver Award.
- Recipient of the Bronze Award.
- Delivered on deadlines for community projects and support.
- Led outreach projects collaborating with city officials and local business representatives.

Key Skills

- **Technical Skills:** Adobe Systems Creative Cloud (Lightroom, Photoshop, Illustrator, After Effects, Premiere), Instagram, Twitter, Facebook, Zoom, Clipchamp, Google Workspace and Google Suite, PowerPoint, Microsoft Office Suite, Microsoft Excel, Twine, Trello, Github Projects
- **Additional Skills:** Customer Service, Detail Oriented, Problem-Solving, Adaptive, Team Collaboration, Excellent Verbal and Written Communication, Leadership Skills, Effective Multitasking, Relationship Building, Flexible and Adaptable, Project Management, Strong Creative Writer, Critical Thinking, Organizational Skills