

GRACIE-JEAN ROLFE

SUMMARY

• (304) 308-9499

• rolfegraciejean@gmail.com

• Augusta, GA 30909

Dedicated student with outstanding performance in goal achievement, creativity, and leadership roles.

EDUCATION

Bachelor of Fine Arts in Digital and Visual Storytelling

Augusta University | Augusta, GA

Diploma expected December 2023

KEY SKILLS

• **Instructing** • **Videography** • **Audio Engineering** • **Social Media Management** • **Adobe Creative Cloud** • **Final Cut Pro** •

EXPERIENCE

Television & Cinema Lab Assistant

February 2022 - Present

Augusta University Department of Art & Design | Augusta, GA

- Assisting professors **instructing** film classes within the lab
- **Liasing** with faculty and students to schedule equipment and lab facility use
- Aiding **video and audio productions** within the lab and podcast studio

Social Media Coordinator

May 2022 - Present

Who's Nxt | Pleasanton, CA (Remote)

- Use Canva and Adobe Premiere Pro to **create graphics** and **videos** for company social media accounts
- **Copywriting** social media content and captions across Instagram, Facebook, LinkedIn, and Twitter
- **Researching** industry analytics, competitor accounts, and social media trends to plan content **strategy**

Communications & Marketing Student Assistant

May 2022 - May 2023

Augusta University Division of Communications & Marketing | Augusta, GA

- Used Adobe Audition to edit weekly 30-minute episodes of Augusta University's official podcast *In The Wild*
- **Edited** and **created** promotional videos weekly for Augusta University's official podcast *In The Wild* using Adobe Premiere Pro featured on Augusta University's social media and website
- **Managed** *In the Wild's* social media presence during supervisor's six-week leave of absence **producing** engaging content weekly

Keyholder / Social Media Manager

Apr 2021 - May 2022

BoxLunch | Augusta, GA

- **Oversaw** store operations by counting cash drawers, reviewing equipment management, and supervising staff
- **Created** photo and video content for social media accounts
- **Managed** the store social media accounts to increase customer **engagement** through social media

Recognition & Memberships

- Secretary of the Media Production Club | Augusta University | Aug 2021 - Present
- Host and Chief Editor of the Media Production Club Podcast | Aug 2021 - Present
- Awarded Silver Telly Award for "Birthdays" in Social Video Category | Telly Awards | June 2022
- Awarded the Katherine Reese Pamplin Award for Artistic Achievement in Filmmaking | Augusta University | Apr 2022
- Awarded Best Videography in PSA Contest | Georgia Cancer Center | Nov 2021