Danica Atkinson

(951) 303-4097 | Sunnysparklerr@gmail.com | Los Angeles California

SUMMARY

Passionate and professional personality that leads outreach efforts, strategic direction and day-to-day function management. Proven talent at building relationships and influencing others to gain support and commitment. Excellent presentation and communication skills and comfort working in fast-paced environment.

EDUCATION

B.F.S
Entertainment Design (Concept), ArtCenter College of Design, Pasadena CA Expected in December 2024
Anticipated Graduation: Fall 2024

EXPERIENCE

Entertainment Design Representative, Art Center Student Government, January 2022-Current
Pasadena, CA

- Manage and organize large group of department heads and students to work on current issues within the college
- Creating strong communication within student body and professors on campus
- Aid in computer and tech issues around department
- Host Department meetings and taking the lead on event planning for semi annual parties
- Act as main point of contact within student body and department leads
- Coordinate with Art Center Student Government to ensure collaboration within all majors in events, issues, and communication

Social Media Manager, Art Center College of Design, January 2022-Current
Pasadena, CA

- Collect, organize, and format student's submitted artwork to be posted on social media platforms such as Instagram and Facebook
- Collaborate with graduating students on personalized posts showcasing their graduate portfolio and any information requested to be shared within a fast paced timeframe
- Met with Entertainment Design heads and teachers to collect information and artwork to create informative and educational content

Teacher's Assistant, Art Center College of Design, September 2021-Current
Pasadena, CA

- Aid different professors and classes including, but not limited to, character design, lighting

design, & costume design
- Instill a healthy environment where critique is healthy and helps the individual, along with
- Develop strong community within classes focused on collaboration and growth
- Create a highly organized classroom setting including day to day planning, course load overview, processing documents and artwork for review, and efficiently dealing with student questions
- Extensive knowledge of in person and digital communication and organization
- Proficient on transcribing lecture notes and critique for later reference
- Schedule out week by week tasks
- Supported teachers by preparing materials, setting up equipment, and organizing supplies.
- Maintained accurate records of student attendance and grades
- Extensive knowledge in Jira, Agile, and Scrum methodology

Orientation Leader, Art Center, March 2021-Current
Pasadena, CA

- Direct and lead students through their orientation experience with both virtual and in person events
- Create and update informational videos and other materials for the website
- Led virtual and in person gatherings for more than 500 students that focused on team building, communication, and socialization
- Led and executed team projects to create large format social media content and live events for students

Production Manager & Character Artist, Escape Artists, June 2023-June 2024
Orange, CA

- Led art team to deliver assets including style guides, artwork, and costumes
- Develop, Pitch, and Produce a group of characters with the intention of being made into costumes for a tabletop gaming production
- Self organized and motivated process within a fast paced environment
- Monitored the daily operations of the production team, providing guidance and support as needed.

SKILLS

- **Software:** Photoshop CC, Blender, Google Suite, Microsoft Office, Slack, PowerPoint, Trello, Miro
- **Work Environmen**t: event planning, customer service, highly organized, flexible, adaptability, telephone reception, multitasking, team leadership, customer relationship management, team building, project management, effective communication across platforms, public
- **Design & Presentation**: character design, world building, storytelling, visual development, costume design, pitch decks

speaking, professional