

KAJSA RAIN FORDEN

Portland, Oregon | thekajsarain@gmail.com | (971) 425-4254

SUMMARY

Creative Project Manager for over 10 years. Well-versed in cross-functional communication and resource team coordination, consistently facilitating open and collaborative teams. Experienced at driving organizational change and strategic process adjustment across teams.

SKILLS

Project Management - Executive Assistant - Communication - Organization

PROFESSIONAL EXPERIENCE

Fiction Tribe | Portland, OR

STUDIO PRODUCER

Project Manager

10/2024 – Current

06/2021 – 10/2024

- Agency-wide transition redefined & re-titled Project Manager role
- Drive organizational change by leading implementation of strategic process and team changes to align with the new agency structure for increased efficiency and productivity
- Planned, strategized, and scheduled full project plans, identifying milestones and resources needed
- Produced video shoots in studio and remotely by managing pre-production tasks; crew, talent, & location coordination; and daily shoot schedules and day-of needs.
- Concurrently managing an average of 30 projects
- In previous role, managed 12 to 15 projects simultaneously, prioritizing tasks according to deadline, resource availability, and budget alignment

★ **Clients include:** Amazon, SES (formerly Intelsat), IBS Software, Cisco, Pelican Brewing, Gitlab, SweeTango Apples, Axis Communications

★ **Software & tools:** Teamwork.Com, Accelo, Asana, Monday.com | Google Workspace, Adobe Suite, Publer.io | Shopify, WordPress, Marketo

Percepticon Corporation | Walnut Creek, CA

DIRECTOR

Project Coordinator

02/2018 – 06/2021

06/2014 – 02/2018

- Improved project efficiency with strategic planning and increased project documentation
- Implemented innovative solutions to solve process and communication problems, resulting in increased productivity and streamlined operations
- Managed small budget clients and nonprofit organization projects on WordPress with Divi theme, maintaining and managing the calendar and development team
- Reviewed and maintained various clients' online marketing presence, including ads on Google and social media content.
- Managed competing demands and professionally adapted to frequent changes and unexpected developments
- Previously as Social Media Coordinator—coordinated social & email campaigns, consolidated KPI and lead gen data into regular reporting, and assisted with social and web content creation

★ **Clients included:** Cisco, EY, Black Cat Fireworks, TortillaLand (acquired by Tyson Foods), FiftyFifty Brewing, The SNOW Museum

★ **Software & tools:** Teamwork.com, Google Workspace, Zendesk | Corespin, Shopify, Magento, WordPress, ElegantThemes Divi Builder, Concrete5 | CampaignTracks, Sprout Social, SEMrush, MailChimp

EDUCATION

BACHELOR OF ARTS in English Literature, Literature & the Mind
University of California, Santa Barbara