

Kajsa Rain Forden

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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.

Projects including web, interactive, event, print design, 3D, motion graphics, and film production.

Experience with project and portfolio management, Wordpress and Shopify, copywriting, retail & customer service, travel coordinating, and video editing.

Experience

STUDIO PRODUCER

Fiction Tribe | Portland, OR

10/2024 – Current

- ❖ Operations – Business Strategy – Project Management – Portfolio Management – Film Production
- ❖ Agency-wide transition redefined & re-titled Project Manager role
- ❖ Drove implementation of strategic process and team changes to align with an updated agency studio model
- ❖ Adapted quickly to a newly fast-paced and changing expectations, handling challenging process shifts without compromising projects in progress
- ❖ Managing up to 30 projects concurrently, including photo & video shoots
- ★ *Clients include:* Amazon, SES (formerly Intelsat), IBS Software, Cisco, Pelican Brewing, Gitlab, SweetTango Apples, Axis Communications
- ★ *Software & tools:* Teamwork.Com, Accelo, Asana, Monday.com | Google Workspace, Adobe Suite, Publer.io | Shopify, WordPress, Marketo

PROJECT MANAGER

Fiction Tribe | Portland, OR

06/2021 – 10/2024

- ❖ Project Management – Resource Management – Budget Management – Vendor and Contractor Management – Film Production
- ❖ Regularly managed 12 to 15 projects simultaneously, prioritizing tasks according to deadline, resource availability, and budget alignment
- ❖ Planned, designed, 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.

DIRECTOR

Percepticon Corporation | Walnut Creek, CA

02/2018 – 06/2021

- ❖ Operations – Vendor and Contractor Management – Administrative
- ❖ 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
- ❖ Interacted with clients to enhance relationships and expand connections
- ❖ 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.
- ★ *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

PROJECT COORDINATOR

Percepticon Corporation | Walnut Creek, CA

06/2014 – 02/2018

- ❖ Project Management – Contractor Management – Documentation and Organization – Administrative
- ❖ Managed competing demands and adapted to frequent changes and unexpected developments
- ❖ Kept projects on schedule and budget, and implemented more prioritizing of tasks and effectively delegating
- ❖ Led project organization and documentation efforts, ensuring progress was visible internally & externally, significantly improving communication
- ❖ 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

Education

BACHELOR OF ARTS

English Literature, Literature & the Mind — University of California, Santa Barbara
Graduated 06/2016

Hobbies & Interests

Research & Curation
Rock Collecting

Travel Planning
Cooking & Baking
Animation

Writing & Editing
Theme Parks
Mysteries