



JORDAN BROWN

Collaborative Storyteller with a passion for gender equity and diverse viewpoints.

vaincity@yahoo.com
www.vaincityart.com/
Houston, TX

EDUCATION

Savannah College of Art and Design (SCAD)

Savannah, GA

BFA Sequential Art

Minor Concept Art for Games

September 2015 - June 2019

SKILLS

- Microsoft Office Suite
- Data Entry
- Event Planning
- Project Management
- Event Management and hosting
- Photoshop CS

SOFT SKILLS

- Communication
- Professionalism
- Critical Thinking
- Teamwork
- Adaptability
- Problem Solving

EXPERIENCE

Office Manager / Jewelry Designer

Diamond Exchange Houston — Houston, TX

April 2021 - PRESENT

- ★ Developed concepts and models for custom work and communicated with clients throughout the design process.
- ★ Revised business database system and made sure all stock is accounted for.
- ★ Streamlined office workflow by redesigning business financial models to efficiently track client billing and business expenses.
- ★ Maintained constant communication with suppliers on projects and sent checks + supplies in a timely manner.
- ★ Worked closely and maintained relationships with suppliers and out of house jewelers to ensure quality and rapport with industry peers.

eSports Coordinator

SCAD Esports — Savannah, GA

July 2018 - December 2020

- ★ Managed a team of up to 30 individuals and planned all internal/external meetings plus events.
- ★ Gave final approval on all club events and scheduled all chapter meetings with the Director.
- ★ Spearheaded recruiting process and generated interest among the student body through grassroots organization and outreach.
- ★ Collaborated with external organizations on events to increase brand awareness and synergy with up to 100 attendees at a time.
- ★ Designed and distributed marketing materials for recruitment and public events.
- ★ Prior to Coordinator from 2016-2018, was a member of the Overwatch team and club.

Box Office / Assistant Stage Manager

Savannah Theatre — Savannah, GA

March 2018 - December 2020

- ★ Performed front desk customer service by greeting guests, giving out tours, and scheduling group events for parties of up to 100 people.
- ★ Fielded phone calls for ticket sales and generated sales reports for weekly revenue.
- ★ Generated marketing materials to promote theatre to local businesses.
- ★ Performed duties as stage manager including but not limited to: set building, prop management, and tech troubleshooting.
- ★ Manned spotlight equipment and other heavy machinery to ensure an entertaining and pleasing show for average crowds of 500 guests.