



# JAKE STRAUSS

EVENT + DISPLAY COORDINATOR • SCENIC DESIGN



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## ABOUT ME

I currently plan, budget, and create seasonal displays at Anthropologie. Previously, I have organized and managed small-to-large scale projects and events.

## PORTFOLIO

[jakestrauss.net](http://jakestrauss.net)

[@make.with.jake](https://www.instagram.com/make.with.jake)

## EDUCATION

**BFA FINE ART,  
BA FILM PRODUCTION**  
Southern Adventist University,  
2019

## SKILLS

### DESIGN CAPABILITIES

Painting • Drawing  
Sewing • Woodworking  
Laser Cutting • Sculpting  
Merchandising  
Interior Design  
Window Dressing

### SOFTWARE

Microsoft Word • Excel  
Powerpoint • Procreate  
Adobe Premiere  
Adobe Illustrator  
Photoshop • InDesign  
Google Docs

## EXPERIENCE

### Display Coordinator, Anthropologie

June 2019 - Present | Nashville, TN

- Scheduling, estimating, and budgeting within project scope for seasonal displays.
- Collaborate and seek guidance of senior supervisors, partners, and store management.
- Prototype display design and construction with digital drawings.
- Install vibrant window displays for each season through an array of techniques.

### Event Coordinator, Southern Adventist University

June 2017 - August 2018 | Chattanooga, TN

- Planned and executed over 10 social events with 800-1,200 attendees each.
- Managed team of 30+ social committee members to set up and tear down events.
- Proposed social activity themes and decor to create immersive experiences.
- Coordinated entertainment and food vendors to corresponding theme.
- Monitored item and cost expenses to meet yearly budget of \$85,000.

### Activities Assistant, Southern Adventist University

July 2015 - November 2018 | Chattanooga, TN

- Independently designed, planned, and executed activities for student body.
- Communicated updates in presentation, conversation, and written correspondence.
- Updated campus faculty and staff of upcoming projects.

### Scenic Designer, Memories (Editorial Publication)

August 2017 - May 2019 | Chattanooga, TN

- Responsible for researching and previsualization of scene concept imagery.
- Ensured on-time delivery of props, wardrobe, and set components for photoshoots.
- Led strategic, creative, and tactical project management of entire scope of work.

### Production Designer, Set Assistant, Various Film Projects

August 2016 - Present | United States

- NBC UNIVERSAL: "Can I Use Your Printer" - *Art Production Assistant, Commercial*
- LOMA LINDA UC: "Eveready" - *Production Designer, Episodic Series*
- Demonstrated leadership, interpersonal skills, and collaborative teamwork on set.
- Partnered with directors and support staff involved to ensure delivery schedule is met.

### Conference Director, Adventist Intercollegiate Association

February 2018 - May 2018 | Chattanooga, TN

- Managed and coordinated a 4-day leadership conference for 225 university leaders.
- Organized schedule and agendas for training, breakout sessions, and entertainment.
- Problem-solving and resolution regarding lodging, travel, and venue.