

# FRANCES MINIGAN

Creative Communicator



## PERSONAL INFO

francesminigan.com  
707.933.6342  
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## EDUCATION

**Savannah College of Art and Design**  
Master of Arts ▶ Motion Media Design

**School of Motion**  
Certificate ▶ Animation Bootcamp  
Certificate ▶ Design Bootcamp

**Gonzaga University**  
Bachelor of Arts ▶ Broadcast Media

## SKILLS

Creative Concepting  
Storyboarding  
Video Editing  
Audio Mixing  
Color Correcting  
2D Motion Design  
Data Visualization  
Communication  
Relationship Building  
Emotional Intelligence  
Problem Solving

## SOFTWARE

Adobe Premiere Pro  
Adobe After Effects  
Adobe Illustrator  
Adobe Photoshop  
Adobe Lightroom  
Adobe Audition  
Maxon Cinema 4D  
Avid Pro Tools  
Figma

## WORK EXPERIENCE

**Video Producer, Editor, and Motion Graphics Designer**  
**Jotform, San Francisco, CA**  
April 2021 - April 2024

- ▶ Managed communications, production timelines, and creative development of marketing case study videos
- ▶ Shot and post-produced 2+ hours of video content for Jotform Academy course, instructing and certifying over 5,000 users (launched in January 2024)
- ▶ Shot and post-produced monthly newsletter videos and weekly product tutorial videos, educating users and growing YouTube subscriber count by over 100K
- ▶ Designed assets and animated engaging motion graphics videos used in organic marketing and quarterly paid advertising campaigns

**Assistant Video Editor & Production Assistant**  
**Little Fish Productions, Spokane, WA**  
September 2019 - January 2021

- ▶ Edited weekly YouTube series and short social media teasers for The Budget Mom, growing her YouTube subscriber count by 50K followers in 6 months
- ▶ Edited over 100 sizzle reels and short testimonial videos for local small businesses and nonprofits
- ▶ Assisted on-set with lights, second camera, and audio recording, anticipating talent and DP needs and maintaining an efficient production environment
- ▶ Co-managed company social media platforms, posting photos, videos, and teasers of company's work for organic social media marketing

**Station Manager**  
**iZag Radio, Gonzaga University, Spokane, WA**  
July 2017 - May 2019

- ▶ Interviewed, selected, and scheduled 50+ student DJ's per year
- ▶ Organized 2 training workshops per year to educate student DJ's on equipment, assist them with their radio show brand and development, and foster community among participants
- ▶ Wrote equipment user guides that gave DJ's step-by-step instructions and troubleshooting tips for ease of use with mixing board, microphones, recording software, and station website
- ▶ Formed partnerships with dozens of departments, clubs, and affinity groups on campus, growing the stations reach and accessibility to students of all backgrounds