

Ashley J. Bautista

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SKILLS

Project Coordination, Creative Direction, Marketing, Event Planning, Workflow Optimization, Deliverable Tracking, Data Management, Documentation and Reporting, Public Speaking, Digital Painting, Environmental Design, Color Theory, Perspective

Softwares: Microsoft Office (Excel, Word, Outlook, Teams), Google Suite (Sheets, Docs, Drive), Adobe Suite, Flow Production Tracking, Salesforce, Box, Miro, Notion, Slack, Photoshop, Procreate, Blender

EDUCATION

Otis College of Art and Design | 2020-2024

- Digital Media with an emphasis in Game and Entertainment Design, Bachelor's Degree
- Dean's List 2022-2024

CG Master Academy | July 2022

Advanced Environment Painting and Design, Certificate

WORK EXPERIENCE

Administrative and Marketing Intern - Kollab Youth | July 2025 - Current

- Coordinated student onboarding workflows, ensuring timely communication, documentation, and smooth entry into the program
- Maintained and updated participant records using tracking systems, ensuring accurate data management and reporting
- Supported program production by assisting with scheduling, logistics, and coordination for workshops, masterclasses, and events
- Designed presentation decks and promotional assets to support program delivery and stakeholder communication
- Assisted with outreach initiatives and event planning, contributing to timelines, task coordination, and execution
- Supported on-site and virtual event execution to ensure programs ran smoothly and met participation goals
- Developed and distributed newsletter content to communicate program updates, schedules, and key information about events

Game and Entertainment Special Events Coordinator - Otis College of Art and Design | September 2025 - May 2026 Contract

- Mentor senior students through one-on-one coaching, improving project outcomes and readiness the event
- Deliver technical instruction in digital painting, color theory, photo-bashing, and design, enhancing student creative and professional skills
- Guide complex project plans from concept to completion, ensuring collaboration, timely delivery, and alignment with academic goals
- Assess student progress, providing actionable feedback that strengthen both technical abilities and soft skills
- Approve final projects, upholding deadlines, quality standards, and self-directed goals
- Coordinate presentations with alumni professionals, expanding student exposure to industry insights and critique
- Partner with faculty and department leadership to align on objectives, schedule targeted meetings, and share progress reports
- Participate in vendor management, budget, and on-site event management
- Direct all logistics for the senior show, from scheduling and placements to venue setup and professional etiquette training
- Streamline communication by managing deadlines, updates, and expectations, serving as primary contact for students and faculty
- Support a total of 54 senior level students

Presenter - Lightbox Expo (LBX) | October 2025

Otis to Industry: Bridging the Gap Between Potential and Pro

- Selected as a presenter at LightBox Expo, a leading entertainment industry conference featuring professionals from film, animation, games, and illustration
- Delivered an educational presentation focused on preparing emerging artists for professional industry workflows and expectations
- Communicated insights on transitioning from academic environments to industry pipelines, emphasizing professional standards and readiness
- Engaged with a large, industry-facing audience, contributing to LBX's mission of education, mentorship, and artist empowerment
- Represented Otis College of Art and Design in a professional conference setting alongside alumni and professors of the institution

Digital Media Department Senior Show Producer - Otis College of Art and Design | March 2025 - May 2025

- Coordinated production schedules and installation timelines, ensuring clear communication of setup times, venue logistics, and role assignments to senior exhibitors
- Supported exhibition operations across multiple disciplines, including Game Design, Motion Design, and Animation
- Managed cross-functional coordination between students, faculty, and staff to support a large scale exhibition with 105 senior level students
- Provided one-on-one mentorship to senior students, guiding project readiness, presentation standards, and professional conduct within a production environment
- Prepared students for professional exhibition workflows by outlining venue procedures, operational expectations, and industry standard etiquette
- Oversaw on-site production execution, including setup supervision, troubleshooting, and schedule adherence to ensure smooth execution
- Served as central point of contact for production-related communication, addressing logistical issues and facilitating timely decision-making

Game and Entertainment Senior Show Coordinator - Otis College of Art and Design | October 2024 - May 2025

- Mentor senior students through one-on-one coaching, improving project outcomes and readiness for the senior show
- Deliver technical instruction in digital painting, color theory, photo-bashing, and design, enhancing student creative and professional skills
- Guide complex project plans from concept to completion, ensuring collaboration, timely delivery, and alignment with academic goals
- Assess student progress, providing actionable feedback that strengthen both technical abilities and soft skills
- Approve final projects, upholding deadlines, quality standards, and self-directed goals
- Coordinate presentations with alumni professionals, expanding student exposure to industry insights and critique
- Partner with faculty and department leadership to align on objectives, schedule targeted meetings, and share progress reports
- Direct all logistics for the senior show, from scheduling and placements to venue setup and professional etiquette training
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Mentor | Guest Speaker - Otis College of Art and Design | August 2024 - September 2024

Sales Person - Graphaids Art Supplies | August 2022 - August 2025

Senior Show Student Assistant - Otis College of Art and Design | May 2022