

August Davis

Creative Project & Operations Manager

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Professional Summary

I specialize in connecting creative, marketing, and operations teams by managing timelines, coordinating resources, and building clear workflows. My experience spans in-house, agency, and boutique digital production environments, where I've improved turnaround times, enhanced communication, and strengthened brand consistency. I focus on removing friction, increasing visibility across teams, and supporting efficient, high-quality creative delivery.

Core Skills

Workflow Management • Cross-Functional Collaboration • Project Planning • DAM • Stakeholder Communication

Professional Experience

Creative Production Coordinator — GoHealth Urgent Care

Atlanta, GA | Jan 2025 – Nov 2025

- Optimized creative production workflows supporting national urgent care campaigns
- Managed project intake, scheduling, and delivery of digital + print assets across multiple campaigns and service lines
- Streamlined cross-team communication, reducing turnaround time and improving visibility on project status and priorities
- Refined production processes that reduced turnaround times and helped teams track project status more easily
- Improved project efficiency, reduced delays, and supported more accurate, on-brand creative output

Design Project Coordinator — Ideometry

Atlanta, GA | Apr 2024 – Sep 2024

- Coordinated design and operations efforts across multiple agency projects
- Translated client needs into clear creative direction, supported brand consistency
- Provided ad hoc design assistance when needed
- Focus on project coordination, improving creative workflows, and ensuring high-quality, on-brand deliverables
- Refining timelines and resource planning, while helping to reduce project stalls and improve team alignment

Post Production Coordinator — Spruce Digital

Atlanta, GA | Jun 2023 – Feb 2024

- Coordinated post-production efforts by managing timelines and resources while ensuring effective communication among clients, designers, and vendors
- Refined digital asset management to align with production best practices
- Proactively reviewed workflows to identify potential risks and bottlenecks
- Enhanced delivery consistency and supported faster, clearer communication between teams, contributing to smoother production cycles and higher-quality deliverables

Head of Content Department — S4 Lights

Tucker, GA | Jul 2018 – Dec 2022

- Led creative development and production for a wide range of visual projects
- Managed and guided a team of designers to ensure high-quality, on-brand deliverables
- Created sales-support materials for pitches and proposals
- Assisted in developing and refining production workflows to improve efficiency and consistency

Education

Savannah College of Art and Design (SCAD)

BFA, May 2017 — Atlanta, GA — Focused studies in creative development, animation, and project management.