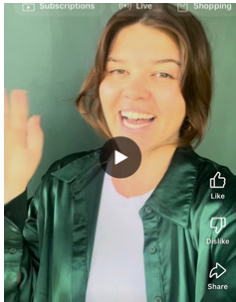


JEMAINÉ COOPER

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CAREER HISTORY



PROFESSIONAL SUMMARY

With over nine years in the creative sector, I bring a strong foundation in project management, strategic planning, and cross-functional coordination. Known for my proactive approach, problem-solving skills, and ability to streamline workflows, I ensure projects run smoothly from brief to launch. Completing my Psychology degree in 2023 while working as a Producer strengthened my organisational skills and deepened my understanding of human behaviour in team dynamics and stakeholder communication. I have successfully led teams, managed client relationships, and navigated complex timelines across agencies and in-house roles globally. Driven by a commitment to delivering impactful, well-executed projects, I thrive in fast-paced environments where adaptability, efficiency, and long-term thinking are key.

EDUCATION

Bachelor Arts, Psychology
University of Melbourne
 2021-2023

VOLUNTEERING

Wellways Australia, 2023
 Life in Community Program ([LinC](#))

Scarf Community
 Supporting refugees to rebuild,
 hospitality volunteer

PRODUCER AND ACCOUNT MANGER, 2021- PRESENT [Trade Creative, Remote, Melbourne, Aus](#)

- Managed accounts for over 50 companies, overseeing projects end-to-end—from briefing to delivery—while handling budgets, invoicing, and financial reconciliation.
- Implemented and maintained ClickUp to optimise project tracking, streamline workflows, and improve cross-team collaboration.
- Led production logistics, sourcing talent and crew, solving challenges, and ensuring seamless execution.
- Managed in-house operations, team coordination, and resource allocation to keep projects on track and running efficiently.

Key Achievements

- Successfully implemented and maintained ClickUp to improve project tracking, streamline workflows, and enhance cross-team collaboration. Additionally, introduced a new quoting program, integrating it with financial systems to optimise budget management and invoicing processes.
- Working within the behaviour change space and social justice issues, such as [trans experiences](#) and TVC's for [The Animal Justice Party](#). Creation and development of [We are West](#).
- Produced content for [The Betoota Advocate](#), [RAZCOG & Monash Health](#), [Foodbank](#), [PBS 104.7](#), [Wellways](#), [Women's Legal Aid](#), [School Box](#), [DM Media](#) and [Solar Victoria](#) to to name a few.
- Source and organise a large studio and office move in 2024, managing logistics, finding a new space, and overseeing the setup.

ASSISTANT PRODUCTION MANGER 2023

- Managed filming logistics and remote talent coordination for [Our Voice, Our Heart](#), ensuring seamless production.
- Developed the impact campaign, securing venues and partnerships to drive engagement and facilitate screenings.
- Managed project timelines, stakeholder communication, and resource allocation to keep production on track.

Feature Documentary – [Our Voice, Our Heart](#)

Key Achievements

- Developed the impact campaign to secure screenings across Victoria, including serving as a panellist at screening events and hosting an event at the [University of Melbourne](#).
- Secured distribution channels, resulting in the documentary being hosted on [SBS On Demand](#).

FREELANCE DESIGN, 2021 – PRESENT

- Managed end-to-end jewellery, accessory, and fashion design projects, overseeing development from concept to production.
- Oversaw backend operations of fashion retail websites, ensuring functionality, updates, and optimisation.
- Executed graphic design work to support brand identity, marketing, and e-commerce strategies.

Key Achievements

- Designed and developed jewellery, accessories, and fashion pieces for global retailers like Target US, Zara, and Lovisa.
- Created CADs and technical packs to streamline production and supplier communication.
- Conducted trend research and reporting across age groups and international markets to inform design decisions.

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CAREER HISTORY CONTINUED

CREATIVE PROJECT & TRAFFIC MANAGER, 2019 – 2021

[British Dental Association, London, UK](#)

- Oversaw the production of photography, video, and animation assets, managing workflows to ensure timely, high-quality deliverables.
- Led a team of four designers, optimising workload distribution and project coordination.
- Managed an external annual design budget, presenting creative strategies to senior executives and resolving financial challenges.
- Implemented leadership strategies to support team development, productivity, and morale, particularly during the transition to remote work in 2020-2021.

Key Achievements

- Project-managed the creative launch of the [BDA's Indemnity product](#), overseeing timelines, stakeholder coordination, and execution, leading to a 55% increase in engagement.
- Led the end-to-end production of a full reshoot of visual communications during COVID, ensuring compliance with new PPE requirements and approving all assets for communication teams.

FASHION STUDIO MANAGER, 2019 – 2020

[Être Cécile, London, UK](#)

- Managed daily operations in a busy design studio, overseeing a team of 10, freelancers, and models to ensure smooth workflows.
- Coordinated seasonal photoshoots and campaigns, handling logistics and supporting store and staff management.
- Provided cross-team support, assisting with design and production to keep projects on track.
- Managed the design and sourcing process for a Paris Fashion Week stand, ensuring alignment with designer briefs.
- Assisted in account management of a global stockist list.

Key Achievements

- Managed three seasonal collection launches, overseeing lookbook design, packaging, and product activations for the East London store.
- Planned and executed events, including the Organic T-shirt range activation and Cécile market, coordinating stakeholders and logistics.
- Supported business development, trend research, and HR tasks, contributing to seasonal sales targets exceeding £50,000.

PRODUCTION & DESIGN ASSISTANT, APR 2017 – SEP 2018

[Nicole Fendel Jewellery, Melbourne, Aus](#)

- Created designs from briefs provided by the head designer, ensuring they aligned with brand standards.
- Hand-drew each design and developed them in Adobe Suite.
- Built technical specs and CADs to communicate designs clearly with production teams.
- Managed the sampling process, working with suppliers in India, Thailand, Indonesia, and China to solve issues and keep production on track.
- Travelled quarterly to source materials, refine production processes, and maintain strong supplier relationships.

Key Achievements

- Worked closely with the remote business owner and designer to create jewellery and packaging designs for six+ collections, shaping a cohesive and elevated product line.
- Helped drive a 40% sales increase for EOFY 2017-2018 by launching six trend-focused collections and sourcing new factories.
- Played a key role in bringing Nicole Fendel to Myer, contributing to a successful launch.

SALES & PRODUCTION ASSISTANT, JUN 2015 – APR 2017

[Nicole Fendel Jewellery, Melbourne, Aus](#)

- Set up and managed the High St Malvern store and staff, ensuring smooth operations and an excellent customer experience.
- Managed logistics and accounts for 250 wholesale customers and five national sales agents, improving processes and resolving issues.
- Handled customer service across retail, e-commerce, and wholesale channels, building strong relationships.
- Ensured efficient order processing, dispatch, and clear communication regarding orders and payments.

Key Achievements

- Expanded the wholesale business from 15 to over 150 stockists in one year, driving substantial growth.
- Designed and executed trade fair stands in Sydney and Melbourne, contributing to significant business success.
- Developed and implemented a B2B portal to streamline stock level updates and order processing.
- Introduced an automated debtor collection system to ensure timely payments.