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Creative Project Manager

Relationship Building | Executing | Influencing | Strategic Thinking

Highly energetic, enthusiastic and innovative Project Manager with 5+ years of experience in managing creative projects including commercials, production videos, short films, and other print, and digital presentations. An articulate communicator and proactive problem solver who thrives on being engaged at all levels. Possesses an extreme sense of ownership, responsibility, and accountability in seeing a project through from start to finish. Excels in managing design and creative processes ensuring both high-quality and cost-effective project deliverables.

Summary of Qualifications

- Experienced working closely with Design and Creative teams, with a firm understanding of the different specifications and processes for video, print and digital design production.
- Adept with project management tools including maintenance of key project details, budgets, and estimates.
- Effectively manages assignments and schedules for team members.
- Experienced with multi-channel environment: print, digital, presentation, video, and content management.
- Experienced with oversight of third-party relationships, including Print, Media, Photography, Video, and localization providers as well as ongoing vendor management.
- Ability to work under pressure and meet deadlines in a fast-paced creative environment.
- A demonstrated track record of gaining trust and respect by consistently demonstrating sound critical thinking skills and maintaining composure in stressful situations.

Awards

- Name of Company Award, Beyond the Call of Duty, for “People Wrangler; Clear Thinker; Confidence Builder; Gets Things Done—Always With Kindness.” 2019

Professional Experience

PRODUCTION COORDINATOR / CREATIVE PROJECT MANAGER, Company Name, March 2019 – Present
ASSISTANT PRODUCTION MANAGER, PROJECT COORDINATOR, Minneapolis, Los Angeles, San Diego, 2016 - Present
Managed and actualized the strategy on multiple cross-departmental initiatives by creating and meeting project timelines, establishing clear lines of communications and managing internal and external resources. (Please see attached Project List.)

- Worked directly with client teams to understand project requests, gather requirements, define objectives, deliverables and delivery dates; planned resources and developed a clear and actionable project plans.
- Wrote clear and detailed project briefs for the Creative team, answered any internal and external questions.
- Effectively managed day-to-day problems, and communicated appropriately in difficult and time-sensitive situations. Facilitated meetings, and ensured clear directions.
- Utilized strong knowledge of client-specific operational management systems and tools (estimating, financial tracking, time tracking, and project timeline applications.)

- Delivered multiple, often concurrent projects, error-free, on time or early, on or under budget, all while meeting or exceeding creative objectives and expectations.
- Motivated and created positive team environments—both internal and external. Managed the day to day client point-of-contact for all project-related tasks, proactively set and managed client expectations on an ongoing basis throughout a project.
- Built strong working relationships with internal and client team members, established a role as a trusted resource and advisor.

PROJECT MANAGER / COORDINATOR, Name of Company, city, MN (Contract) 2015- Present

Managed multiple contracted positions within the creative department. Wore many hats in various roles including as Interim Producer during a transitional period, Associate Producer for small scale TV shoots and reshoots for shots; also, acted as Project Manager/ Coordinator for multiple projects, and Art Director, Prop Stylist, Wardrobe Stylist.

- Worked directly under the supervision of Vice President and the Creative Director to project manage the company's logo and rebranding.
- Oversaw all collateral updates across all agency departments, in various forms of media/content) while simultaneously managing the IT, legal, graphic design, production, client services, and media personnel departments through the development and launch of a new website.
- Personally, checked the accuracy of every collateral file for rebranding accuracy, alongside the graphic design team.
- Partnered with Production Director (JP) to evaluate and improve current processes for the production department. Addressed professional talent voiceover sessions, agency negotiations, talent booking, payment process, rate, usage, and tracking systems. Managed the fine-tuning of the system through careful analysis; architected changes, simplified, and expedited more efficient processes. In charge of creating training manuals on new processes and delivering the manuals to agency employees.
- Cross-referenced final spots with final scripts for accuracy in media vault per Post Script Supervisor.
- Produced short web-content videos for website, also assisted with Camera, props, and styling.
- Utilized web-based project management software—Wrike and Basecamp.

CLINIC MANAGER, The Therapy Place Bloomington, MN 2013 - 2016

Managed clinical and administrative processes for a sensory-based outpatient clinic that provided speech and occupational therapy services to individuals with special needs. Directly managed support staff and therapy staff.

- Responsible for maintaining all health information management and medical records.
- Oversaw inventory and obtained all ordering, shopping, and housekeeping needs.

THERAPY AIDE, The Therapy Place Bloomington, MN 2012 - 2013

Prepared and assisted in feeding and oral-motor evaluations and sessions using the Sequential Oral Sensory (SOS) feeding program. Taught assistant social skills groups using the Social Thinking program curriculum.

- Provided parent education and home program implementation.

Education and Certifications

University of Minnesota - Twin Cities, Bachelor of Science - Family Social Science

Certifications: Certified Healthcare Provider by the American Heart Association BLS for Healthcare Providers (CPR and AED) Program.