

EXPERIENCE

FREELANCE \ PROJECT MANAGER

APRIL 2023 - PRESENT

REMOTE

- Lead successful rebranding and website overhaul projects for minority-led nonprofit (CIMI) and social platform (ALDA)
- Independently manage project scopes, schedules, milestones, tasks, communication, and risks with diverse stakeholders & creative teams

TANDEM \ PROJECT MANAGER

JUNE 2022 - FEBRUARY 2023

BROOKLYN, NY

- Lead Project Manager for various projects, including full rebranding, website overhauls, and impactful ad campaigns
- Tracked project resources, risks, and changes for efficient delivery
- Engaged in the entire lifecycle, from RFP responses to project closure
- Managed Google Ad campaign for key Congress member, leading to 23K new site users in 4 months

MANAGEMENT CONCEPTS \ VIRTUAL CLASSROOM MANAGER

AUGUST 2020 - PRESENT

REMOTE

- Manage up to 80 students daily in virtual classrooms, multitasking to resolve issues, facilitate communication, & anticipate needs

ELIZABETHTOWN COLLEGE GLOBAL CENTER \ CENTER ASSISTANT

SEPTEMBER 2019 - MARCH 2020

ELIZABETHTOWN, PA

- Proposed Global Scholars Program redevelopment using program analysis, market research, and strategy, implemented 80% in fall 2021

EDUCATION & CERTIFICATIONS

PROJECT MANAGEMENT INSTITUTE

ANTICIPATED JANUARY 2024

Certified Associate in Project Management (CAPM)

GOOGLE PROFESSIONAL CERTIFICATE TRAINING PROGRAM

JUNE 2023

Google Project Management Professional Certificate

SCHOOL OF VISUAL ARTS

JUNE - AUGUST 2023

Advertising Portfolio Course

ELIZABETHTOWN COLLEGE GPA 3.92

B.A. in French & Francophone Studies

Minors in Philosophy and International Studies

STUDY ABROAD & INTERNSHIP IN PARIS AND STRASBOURG, FRANCE

SEPTEMBER 2018 - MAY 2019

SKILLS

Project Management; Working Knowledge of all Project Management Platforms; Working Knowledge of Adobe Suite; Stakeholder Engagement; Schedule, Risk, Scope Management; Market Research; Google Suite; Google Ads & Analytics; HTML & CSS (Beginner); Adaptability; Teamwork; Communication; Detail-oriented; Copywriting; Editing & Proofreading

LANGUAGES

French (Fluent, B2/C1), Spanish (Beginner, A2)



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