

**SUMMARY:**

15+ years in project and operations initiatives: coordination, administration, facilitation, cross-functional collaboration, liaison to clients & leadership: High-touch engagement and delivery to exceed objectives.

- Adaptive project management methods, principles, and best practices to navigate ambiguity and change.
- Big-picture vision for strategic frameworks and tactical problem-solving with innovations for efficiency.
- Clear, professional communication and relational savvy for effective stakeholder engagement across the spectrum of societal & cultural mores, organizational functions, and leadership levels.

**STRENGTHS:** Efficiency, Organization, Adaptivity, Problem-Solving, Forward-Thinking, Communication

**TOOLS:** G-Suite, MS 365, Adobe CC, Final Cut Pro, Pro Tools + Comm, PM, CMS, CRM, SaaS tools.

**EXPERIENCE:****Creative Project Services, Contract/Consultant**

Dec 2018 – Current

- Created, facilitated, coordinated, and delivered 220+ multi-media projects across a spectrum of business industries/sectors: corporate, arts organizations, entrepreneurs, business owners, and civil agencies.
- Maximized productivity by streamlining creative operations procedures and scope requirements planning.
- Secured repeat client business through strategic bidding, QA vigilance, and relationship management.
- Unified teams by setting a high professional standard for communication and relational engagement.

Function: **Creative Media Services, Coach/Consultant** (2019-2025)

- Designed promotional and merchandise media for product launches and events:
  - ◆ Print (physical and digital) – Web, video, graphic design, photo editing, copywriting & proofing.
  - ◆ Performance – Interior design and set production, art direction, audio/video production.
- Coordinated distribution of branded media to 15+ countries for promotional & merchandising
- Liaised with stakeholders: C-Suite, senior management, technical/trade vendors, and marketing.

Function: **Digital Asset Production and Coordination, Consultant** (2022-2024)

- Developed digital asset enhancements in design and functionality for boutique real estate businesses.
- Maintained administrative upkeep to WordPress, Wix, Squarespace, and other online platforms.
- Produced video promos showcasing available listings (video/audio editing and graphics animations).
- Planned, managed, and monitored project contracts, budgets, schedules, and scope.

Function: **Entity Development, Design, & Management, Contract** (2018–2024)

- Coached clients to define Values, Mission, and Operational Philosophy in establishing cohesive Entity strategies beyond “rebranding”: Philosophical Business Purposing.
- Transformed the existing brand ethos into an immersive, cohesive cultural user experience, concretizing the entity Values and Mission through strategic visual, audio, graphic, and design integrations.
- Created cohesive presence for the business structure, from parent entity across verticals to synthesize product/services: 20+ digital/web platforms for marketplace and user engagement.
- Established multimedia repository (SharePoint) to archive, resource, and manage digital asset library.
- Art directed and produced visual, audio, interactive, and mixed media with strategic design messaging.

**EDUCATION:** Bachelor of Fine Art (Design/Art History) – NSCAD University

**CERTIFICATIONS:** PMI Project Management Professional (PMP®)

**INTERNATIONAL:**

Contracts across the United States, Mexico, Canada, the European Union, the United Kingdom, and China.

Languages: English – Native, Spanish – A2