

SUMMARY

Passionate creative professional with +6 years of management, design, and client service experience.
Looking for new opportunities to positively impact the lives of others with a company I can grow with for many years.

PROFESSIONAL EXPERIENCE

Project Manager | South Water Signs | Jan 2019 – Mar 2020

- Coordinated the fabrication and installation of environmental graphics across the US for companies such as Walgreens, T-Mobile, Cushman & Wakefield, Loyal Companion, America's Best, Altitude Trampoline Park, Clune, Jll, and more.
- Operated an average of 60+ unique projects simultaneously with a total valuation above \$500K.
- Communicated with stakeholders, designers, fabricators, subcontractors, and installation crews to meet project deadlines.
- Proposed and implemented Google add-on forms for Smartsheet allowing PMs to eliminate redundant data entry, automate multiple work orders simultaneously, and reduce time to generate from 30 min per entry average to 10 min or less.

Operations Manager [Interim] | Creative Concepts, LLC | Sep 2017 – Dec 2018

- Managed and participated in the sale, design, production, and installation of environmental graphics after Creative Concepts lost a key member of their company - effectively stabilizing and then maintaining their daily operation.
- Provided creative direction and value engineering to Creative Concepts & clientele including Motorola, Mitsubishi, and more.
- Eased owners' sales workload by preparing quotes, scheduling meetings, conducting followup calls, and invoicing.
- Integrated a new ERP system, CoreBridge, effectively centralizing client data and workflow processes across the company.
- Interviewed, trained, and mentored new design and production staff.

Manager of Design and Production | Futura Identities | Sep 2014 – Aug 2017

- Collaborated with cross-functional staff to complete over 2,000 sign orders (approximately \$4.6 million in sales).
- Led operation of design and production of products through daily meetings, vendor sourcing, and quality control.
- Promoted from designer in less than a year having taken initiative to learn interdisciplinary responsibilities such as sales, data administration, permitting, operations management, billing, and employee onboarding.
- Strengthened the company's network by helping facilitate regional franchise meetings at local facility.

Production Specialist | FASTSIGNS | Sep 2013 – Sep 2014

- Successfully fabricated hands-on over 500 environmental graphic orders ranging from one-off decals to exterior signs.
- Built signs from sketches and AutoCAD drawings using various materials: composites, plastics, metals, wood, and foam.
- Sharpened quality control through client feedback on imperfections, color, layout, spelling, and order accuracy.
- Learned various design methods for print production in order to meet demanding deadlines - some 24h hours or less.

EDUCATION	SOFTWARE		CORE PROFICIENCIES	
Bachelors of Science Industrial Design Philadelphia University 2009 - 2013	Google Suite Microsoft Office Suite SmartSheet SolidWorks Sketchup	Flexi Illustrator Indesign ISRouter Photoshop	Cross Team Collaboration Customer Service Ideation Negotiation Problem Solving Product Development Vendor Relations	Budgeting Manufacturing Processes Performance Tracking Prototyping Relationship Building Risk Management Scheduling & Delivery