

Project Manager



Michele Beasley

Asheville, NC

Job Preferences:

Desired job title:	Project Manager
Desired occupation:	Project Management
Employment type:	Full time, Part time, Contract, Temporary
Career status:	Active job seeker
Available to start:	04/2020

Education:

University of Memphis, Memphis, TN
Bachelor of Arts in Advertising, Bachelor

Work Experience:

07/2019 – 01/2020	<p>Marketing Project Specialist Asurion</p> <p>Asurion, Nashville, TN Asurion is a leading provider of device insurance, warranty & support services for cell phones, consumer electronics & home appliances. Marketing Project Specialist (Contract) Aug 2019-Jan 2020</p> <ul style="list-style-type: none">* Review, organize and prioritize project workflow* Operate as liaison between project team members and clients/business partners* Develop project plans and manage project life cycles* Communicate scope and/or timing changes to all team members and key stakeholders, assisting in the development of contingency plans as needed* Lead status meetings* Develop and maintain strong client and team relationships
03/2019 – 07/2019	<p>International Project Manager Smile Direct Club Project Manager, Management/Manager</p> <p>Smile Direct Club, Nashville, TN SmileDirectClub is a teledentistry company. The company</p>

was co-founded in 2014 by Jordan Katzman and Alex Fenkell and is based out of Nashville, Tennessee. SmileDirectClub produces 3D-printed clear aligners. International Project

Manager (Contract), Apr-Aug, 2019

- * Oversaw all marketing projects, collateral and packaging needed for international product launches (CA, AUS and UK)
- * Daily point of contact with internal and external International teams
- * Managed projects from kickoff to completion of production
- * Routed all creative and worked with all internal teams for review and approvals - International, QA, Legal, Regulatory, Procurement, etc.
- * Created and managed production timelines for all international projects
- * Managed creatives working on international projects

12/2016 – 12/2018

Project/Engagement Manager

Provisions Technology Solutions

Management/Manager

Provisions Technology Solutions, Franklin, TN PTS, a division of Provisions Group, helps clients build strategy, engage talent and solve problems. Areas of focus are Cloud Services (Microsoft Partner), Business Analytics, Software Development, Digital Marketing, Security and Unified Communications. Project/Engagement Manager, 2017-2018

- * Client facing manager, overseeing scope, cost and time spent on specific projects, ensuring our customers remain satisfied with all services provided
- * Foster positive relationships with our customers as their primary point of contact
- * Provide reporting and communications for all aspects of the projects in process
- * Responsible for the coordination and communication of all outcomes -software development and digital marketing. Work closely with dev team to ensure accuracy and exceptional performance
- * Direct all aspects of the digital marketing team
- * Address customer issues with speed and efficiency

12/2015 – 12/2016

Marketing Manager

Chandlerthinks, LLC

Management/Manager

Chandlerthinks, LLC, Franklin, TN Chandlerthinks is a strategic minded, agent-based marketing company that helps communities create a sense of place and assists brands in developing their strongest voice. Marketing Manager, 2016- 2017

- * Project Management/Traffic - develop the system for managing all client projects. Create and maintain timelines for all projects and traffic the weekly work between all designers, copywriters and other contracted employees to meet established timelines. Maintain constant client contact to ensure projects move forward effectively and efficiently. Prepare production summary and conduct weekly production meetings.
- * New Business - conduct continual search efforts to identify community branding/identity RFPs for Chandlerthinks' response to obtain new business. Responsible for the development of all company proposals, in which the volume was exceeded by 50% leading to the highest gross sales in the company's 6-year history. Prepare team for presentations and follow up on all submitted responses.
- * Chandlerthinks Marketing - manage all email blasts, monthly e-newsletters, blogs and website updates. Support all internal marketing efforts.
- * Production Management - source and manage all outside vendors for creative projects - collateral, promotional items, logistics, etc.

12/2013 – 12/2015

Technology Marketing Toolkit

Robin Robins

Marketing firm specializing in providing highly effective marketing and sales-generating strategies specifically for MSPs, VARs, Cloud Integrators and those selling outsourced IT support and services around the world. Marketing Manager, 2014-2016

- * Successfully and accurately implemented the company's various marketing campaigns

within tight deadlines and with minimal management. This included all outbound marketing, web sites, print collateral, in-seminar marketing materials and systems. Handled all company promotional emails - set up, schedule and metrics.

- * Responsible for managing, organizing and running production on all marketing campaigns.
- * Managed and implemented all marketing communications including direct mail, brochures, newsletters, etc.

- * Handled all production and fulfillment of two monthly newsletters including working with all vendors and various graphic artists. Work closely with web manager to update all web sites.

- * Event planning: all pre- and post production: hotel logistics, contracts, speaker communications, event detail tracking, production schedules as well as ordering all items needed to run successful events (collateral, signage, props, etc).

12/2012 – 12/2013

Project Manager

PCA (Packaging Corporation of America)

Project Manager, Management/Manager

PCA (Packaging Corporation of America), Franklin, TN The fourth largest producer of containerboard and corrugated packaging products in the US. Combining great products with a creative and knowledgeable total-service team, they provide ideas and solutions for any packaging needs. Project Manager, 2013-2014

- * Project Manager on multi-million dollar accounts and managed a team of structural and graphic designers, overseeing and managing priorities and timelines for 30+ projects simultaneously.

- * Maximized visual merchandising impact by effectively resourcing and delivering creative POP retail displays and design solutions. Collaborated with design manager and customer marketing teams to develop retail display strategies that align with brand marketing goals.

- * Main point of contact between PCA Design Center/Sales Team and key accounts.

- * Coached and motivated team members, influencing them to take positive action and accountability for their assigned work.

- * Clear and concise communication with team regarding deliverables, budgets, production schedules and design and manufacturing logistics.

12/2007 – 12/2011

Director of Creative Services

cj ADVERTISING

Director

- * Oversaw the day-to-day operations of the creative department, including managing and coaching the design team, pushing them to make the work better in terms of concept, design, execution and user experience.

- * Developed and managed production schedules, job specifications and project budgets.

- * Established strategic department goals. Conducted performance reviews; oversaw growth paths for all department employees.

- * Participated and presented in new business pitches.

- * Advised with ideas and adjustments to make projects more affordable and/or efficient. Reviewed and streamlined departmental processes to ensure efficiency; insured smooth, efficient and productive services.

- * Sourced and worked with various types of vendors to secure fair pricing for all items; responsible for final sign off on all artwork, pre-press and press proofs. Attended press checks as needed.

- * Stayed on top of deadlines to make sure jobs were delivered on time and of the highest quality.

- * Responsible for the strong commitment to exceptional client service at all levels.

- * Maintained current and accurate financial records and KPI's for the department. Budget planned for department in coordination with other department heads and Director of Operations/VP.

12/2006 – 12/2007

Production Manager

M LEE SMITH PUBLISHERS

Management/Manager, Manufacturing/Mechanical

M LEE SMITH PUBLISHERS, Nashville, TN Leading provider of legal and practical information for human resources practitioners, attorneys, and other business and legal professionals.

Production Manager, 2007-2008

* Oversaw internal marketing production calendar of 100k+ pieces per month and managed staff responsible for coordinating all aspects of production scheduling. Coordinated job production with multiple vendors based on pricing and vendor abilities.

* Served as liaison between staff attorney-editors / group publishers and external print and production service providers to create the most cost-effective, mail-friendly products and packaging.

12/2003 – 12/2006

Production Manager

THE BURGUNDY GROUP

Management/Manager, Manufacturing/Mechanical

* Project managed all collateral projects including estimating, coordinating schedules with vendors, reviewing all vendor invoices for accuracy, researching specialized projects, working on several direct mail campaigns, maintaining client relations and vendor relationships.

Skills:

n/a:

cell phones, Cloud, analytics, Mac, Windows Office Suite, project management methodologies, Agile, Waterfall, Scrum, CPM, CRM, Basecamp, Robohead, Workamajig, Microsoft Project, Trello, Google Docs, RedBooth, Salesforce, SmartSheet, SharePoint, Teamwork, experienced, innovative, Extremely high attention to detail and organizational, superior negotiation skills