

SUMMARY:

Committed Product Coordinator in operations initiatives, administration processes and cross-functional team collaboration with outstanding communication, organization, and attention to detail.

- Supporting effective product development lifecycle coordination with critical thinking and relational savvy.
- Facilitating internal/external teams' collaboration to keep all parties informed and updated, engaging all levels of personnel with superb communication – clients, design teams, leadership, and partners.
- Adapting to shifting priorities and changes to meet objectives on time, and within scope and budget.

SKILLS: Communication, Accountability, Eagerness to learn and continually improve.

Productivity: MS 365 (Excel, Teams), various PM, DAM, CMS, CRM tools, and adept at learning new tools.

Creative: Adobe CC (Photoshop, Lightroom), SaaS, WordPress and web platforms.

EXPERIENCE: Production Coordination

Independent creative initiatives and entrepreneurial operations, **Contracts**

2014 – Current

- Role: Product development management for creative startups, independent businesses, and arts professionals – Coordinating physical and digital merchandise and brand content design and production.
 - Facilitated high-touch client-centered design, execution, and delivery of brand products and services.
 - Synchronized all components for production, liaising with the client, design team, and contractors with detailed technical specs and design parameters.
 - Proofed product spec sheets and samples for accuracy, consistency, quality, and sign-off.
 - Sourced materials, production and warehousing facilities for competitive pricing, logistics, and quality.
 - Managed digital and physical design assets and media – tracked numerated and notated design iteration files throughout all product development phases and archived for subsequent use or storage.

EXPERIENCE: Corporate and Business Project Services

Fortune 300 lifestyle retailer, Tractor Supply Company

2025

- Role: Project coordination, administration, and project manager support throughout project life cycles for multimillion-dollar new store and remodel construction projects across the United States.
 - Facilitated Budget planning and Bids, change order approvals, pay applications and invoicing.

Big-Four Professional Resources Firm, Deloitte, LLP

2024

- Role: PMO administration and team support for data relocation services initiatives across Tennessee state government offices; the Department of Health and the Department of Transportation.
 - Tracked overall project progress documenting sprint goals and achievements, communicating risks, action items, issues, and decisions to leadership, and creating and presenting weekly status reports.

Site Design and Installation Services company, LUNSETH Organics

2023

- Role: Coordination of 150 landscape/hardscape installation projects from design proposal and planning to completion. Client-facing liaison with internal operations functions and external partners/contractors.
 - Managed project pipeline calendars and aligned vendor materials and resources, mitigated operational roadblocks and bottlenecks, managed communications between all parties.

EDUCATION: Bachelor's Degree – NSCAD University

CERTIFICATIONS: - PMI, Project Management Professional (PMP®)
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