

MELISSA GREENER

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SUMMARY OF QUALIFICATIONS

- Organizational expertise: Detail-crucial multitasking while envisioning the big picture.
- Resourceful, strategic, efficient, critical and creative thinker. Deliberate/discerning in prioritization and execution of tasks in complex operational projects.
- Self-directed to execute tasks independently with initiative, as well as welcoming of direction and collaboration and/or working within set parameters.
- Flexibility to quickly pivot/redirect workflow when changes and challenges arise. Cool under pressure. Solutions focused and results driven with positivity and confidence.
- High aptitude to learn new tech, tasks, and tools quickly. Proficient in MS Suite, Google Suite, Adobe Creative Suite, FinalCut Pro, ProTools, management and industry-specific softwares.

PROFESSIONAL EXPERIENCE

Project Coordinator, *Organic Bob*

Remote, *March 2023 to December 2023*

Coordination and Management of Simultaneous Complex Individual Projects.

- Detailed analysis of an overall project, discernment of numerous specific components and processes required, and coordination thereof: Sourcing and tracking of materials, suppliers, sub-contractors, products, tools, equipment, and labor. Identification of potential road-blocks and anticipating strategy for implementation of contingencies.
- Calendar management and strategic scheduling of projects: Project time-line projection and tracking for multiple new and in-progress projects according to seasonal relevance, component availability, and/or alignment of sum parts.
- Coordination, direction, and support of the operations team – operations management, project-lead and crew – prior to, during, and following project completion.
- Impeccable verbal and written communication skills; professional, direct, clear, meticulous, concise. Liaison to all pertinent internal departments, external contractors, and direct to client.
 - Written detailed project outlines breaking down each phase of the project and associated components to the operations team.
 - Client notification emails regarding project status, preparation, and post-care.
- Inventory management, tracking and ordering: Establishing and maintaining positive professional relationships with new and existing subcontractors and suppliers.
- Profitability analysis: Cost/benefit, profit/loss, budgeting, materials sourcing, equipment and inventory upkeep & management, and labor calculations.
- Development and implementation of department SOPs as per company requirements.

Consultant, *AstroLogic*

Remote (Global), March 2016 to December 2023

Professional and Personal Development Consulting Services.

- Business management and administration: Database development and management of client work scope files. Additionally; client intake procedures, scheduling, and billing.
- Vigilance in communication: professionalism, empathy, active/observational listening, discernment of the subtle needs communicated beneath the apparent articulated meaning.
- Precise inquiry of client's presented goals, followed by a distillation of their goals. Client trust-building and co-integration of goals and trajectory.
- Calculation, analysis and synthesis of multi-point client data by which directives are determined, developed into a custom program, proposed and discussed with the client in consultation.
- Detailed reporting and tracking of client trajectory throughout the program. If required, adjustments to the program may then be determined and discussed with the client.
- Development and creation of modality-specific materials; charts, graphs, graphics, documents and sheets which outline the client work scope supporting client's pre established goals.

Managing Operator, *Gumptionsong Publications*

North America and Europe, January 2004 to November 2018

Independent Artist and Record Label Services - Operations, Administration, Coordination.

- Artist management: Contracts and negotiations. International tour management, coordination, and event booking; scheduling, transportation/logistics,
- Marketing, public relations, and publicity materials created and distributed to pertinent physical and digital media outlets.
 - Copywriting and editing for press releases, promotional materials and monthly newsletter.
 - Website and newsletter database development and maintenance: Graphic design, audio and video engineering/editing, management of product inventory sales across platforms.
- Tools: Google Workspace, Microsoft Office Suite, industry-specific web-based softwares and applications for project management, administration, inventory management (tracking, ordering, and analysis). Adobe Creative Suite, FinalCut Pro, and ProTools.
- Business management and administrative tasks.

EDUCATION

Bachelor's Degree: Concordia University – Montreal, Quebec
Nova Scotia College of Art & Design – Halifax, Nova Scotia

Professional Certification: Kepler College – Seattle, Washington

References available upon request.