

ABOUT ME

Detail-oriented project management specialist with five years of experience working for firms that bridge the gap between digital fabrication and traditional craftsman methodologies. Past clients ranging from Disney (World, Land, Paris, Shanghai, Tokyo, Hong Kong, and Cruise Lines), Universal (Orlando, Hollywood, Japan, Beijing), Warner Bros World Abu Dhabi, Feld (Jurassic World Live and Sesame Street Live Tours) and Victory Hill Exhibitions (Jurassic World: The Movie Exhibition). Experienced in handling significant (1 to 3-year turnaround) to small (1-week turnaround) projects and currently en route to receiving PMP certification.

SKILLS



EPICOR



PAYCOR



MONDAY



AUTOCAD



SOLIDWORKS
EDRAWINGS



BLUEBEAM



SKETCHUP



DIGITAL
FABRICATION



TECHNICAL
WRITING



MICROSOFT
EXCEL



MICROSOFT
OUTLOOK



MICROSOFT
POWERPOINT



MICROSOFT
PROJECT



MICROSOFT
SHAREPOINT



MICROSOFT
VISIO

EXPERIENCE

DIGIFABSHOP

Project Coordinator
July 2021 - Oct 2021

Digifabshop is a highly agile digital fabrication company specializing in custom architectural interiors.

Responsibilities:

Orchestrated all aspects of project coordination and vendor management in manufacturing the millwork for the eatery chain CAVA. I worked within the production schedule to ensure the timely dissemination of cut sheets/fabrication drawings, and necessary raw material/hardware was onsite well before fabrication kickoff. Due to an increased demand beyond our shop's capacity, I worked one on one with outsourced vendors to keep to the internal production schedule and maintain a high level of quality control. Additionally, I oversaw a group of three engineers in developing custom designs, updating designs for more efficient fabrication/installation, creating a component catalog for architects/clients, and releasing cut files to the shop floor.

Additional responsibilities:

- Served as a key point of contact and disseminator of information among Project Management, Engineering, and Production teams.
- Conducted material and vendor searches to source and estimate costs for new materials, requested quotes for hardware, materials, and services from suppliers and subcontractors.
- Worked with purchasing department to ensure that bills of materials and vendor information were translated into clear and timely purchase orders.
- Compiled packing lists, issued shipping requests, and coordinated with logistics teams to assure that outgoing work was QC'd, photographed, packed, and delivered on time. Assisted project managers and production schedulers to ensure project schedules were accurate and up-to-date.
- Generated CAD drawings as part of the RFQ package.

Achievements:

- Went from RFQ to store launch on 30+ commercial eateries all around the continental US.
- Reduced shipping by 75%.
- Designed and implemented a thorough subcontractor quality control program.

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MICROSOFT
WORDMICROSOFT
TEAMSGOOGLE
WORKSPACEADOBE
ILLUSTRATORADOBE
INDESIGNADOBE
LIGHTROOMADOBE
PHOTOSHOPADOBE
PREMIEREADOBE
ACROBAT PROPROJECT
MANAGEMENTVENDOR
MANAGEMENTSUPPLY CHAIN
MANAGEMENT

TEAMWORK



LEADERSHIP



COMMUNICATION

PRESENTATION
DESIGNGRAPHIC
DESIGNPUBLIC
SPEAKINGTIME
MANAGEMENTCUSTOMER
SERVICE

PHOTOGRAPHY

EDUCATION

UNIVERSITY OF
CONNECTICUT
BFA



REFERENCES

Available Upon Request

ANIMAX DESIGNS

Documentation Manager

Jun 2017-Apr 2020

Animax Designs is a creative robotics fabrication firm known for creating animatronic characters utilizing cutting-edge technology and craftsmanship. Animax serves some of the largest operators in the world of themed entertainment, live attractions, and location-based entertainment.

Responsibilities:

Oversaw numerous aspects of both internal and external documentation. Duties began on the kickoff of a project, managing the in-house engineering/fabrication departments' documentation process, delegating needed coordination, maintaining quality control, and then writing/updating the final record. This work continued throughout the entire build, maintaining written and chronological photo/video documentation of builds as part of the progress reports, documentation deliverables and concluded with the production of a comprehensive operations and maintenance manual.

Additional responsibilities:

- Ensured documents, updates, and plans were thorough, up-to-date, organized, and stored appropriately in the project folder on the company server/SharePoint throughout the project's duration.
- Assisted the project management team in developing project timelines, resource schedules, equipment requirements, budgets, and estimates for prospective jobs.
- Maintained project inventory and QA/QC on all incoming and outgoing refurbishment projects. Records needed to be exceedingly detailed for insurance purposes.
- Worked as offsite support to installation teams in the field, assessing immediate issues, providing support, answers, and equipment as needed.
- Worked with vendors to budget new equipment and supplies.
- Undertook management of special projects, infrastructure, research, and planning efforts as requested.

Achievements:

- Orchestrated 16 extensive (1-3 year) projects from kickoff to delivery and 20+ refurbishment-based projects with international clients, including Disney, Universal Studios, Warner Brothers, Nickelodeon, Victory Hill Exhibitions, and Feld.
- Standardized the systems of documentation and communication between the numerous departments within the organization.

WORKPLACE RESOURCE

Design Librarian

Mar 2015-Apr 2017

Workplace Resource is a commercial interior design firm/high-end furniture dealership.

Responsibilities included:

Designed bid proposal packages and supporting promotional materials for the sales staff. Worked with vendors to update and curate holdings of finishes, textiles, and marketing materials.