

Responsibilities and Deliverables:

- Estimating & managing projects that invoiced 3.35M in revenue annually.
- Team Leader in Project Management & Customer Service departments.
- Verifying and enforcing brand standards and quality across multiple platforms & media applications.
- Creating milestones and implementing timelines for projects involving multiple elements and stakeholders.
- Site visits nationwide to ensure projects surpass client expectations.
- Creating, communicating, and distributing RFIs, RFPs, & punch lists as needed with set resolution dates.
- Leading UX/UI development for software and processes resulting in thousands of hours of saved labor.
- Setting up and manage multiple E-Commerce sites for clients to be used internally & publicly.
- Training support staff on E-Commerce products and store operations.
- Reading, understanding, and interpreting contracts, architectural drawings, plans & schematics.
- Ensuring compliance of ADA regulations in provided signage where applicable.
- Researching and vetting potential vendors and clients.
- Building career-long relationships with people nationwide including artists, fabricators, and technicians.
- Programming signage types and install locations for client spaces.
- Design signage and graphics for client projects based on client meetings.
- Layouts for brandbooks, conceptual presentations, and other decks distributed to clients, production, and installers for reference throughout projects.
- Pivoting to print production and installation roles as needed to reinforce departments.
- Communicating scheduled updates, revisions, escalations to clients and internal teams to mitigate issues.
- Team Lead on in-person & virtual client meetings.
- Permit applications and processes including Code Check research & verification.
- Representation at city board hearings to communicate crucial brand needs required for success.

Experience:

Stratus Unlimited - Mentor, OH - Program Manager - Nov 2022 – Present

Clients: Marriott Hotel Brands, Hilton Hotel Brands, Wyndham Hotel Brands

Cima Network - Chalfont, PA - Project Manager - Feb 2021 – Nov 2022

Clients: Amazon, Insomnia Cookies, Vanguard, Mirabito, Interior Architects

Quality Services Plus - Bristol, PA - Project Manager - August 2016 – October 2020

Clients: Wells Fargo, Citibank, Principle Group, Kraido Design, Gilmore Group, Manasquan Bank

BluEdge - Lawrenceville, NJ - Project Manager - May 2013 - August 2016

Clients: MLB, Toys R Us, FAO Schwartz, Bristol-Meyers Squibb, Novo Nordisk, NJ Aquarium

Standard Register - Bala Cynwyd, PA - Graphic Designer - Oct 2007 – July 2009

Prince Music Theater - Philadelphia, PA - Graphic Designer - Oct 2004 – July 2007

Board Memberships:

DoughMain Financial Literacy Foundation - Princeton, NJ

February 2017 – February 2018

Director of Art & Graphic Design

Montgomery County LGBTQ Business Council - PA

December 2022 - Present

Director of Branding



Education:

The Art Institute of Philadelphia

B of S in Graphic Design - March 2006

Professional and Personal
References Available Upon Request

