

Profile	Summary	Abilities	Software/Technical Skills
	Dynamic, result-oriented Project / Account Manager with experience in client services, branding, online marketing & strategy, creative direction, user interface design, and web content development seeks opportunity at a creative organization producing strategic, thoughtful and innovative work.	<p>Able to build strong internal and external relationships in challenging work environments and intercultural situations.</p> <p>Proven leadership, strategic thinking, budget supervision, communication, time management and organizational skills.</p>	<p>MS Office, Adobe CS3-CS5, Acrobat Pro, Vignette, Clarizen, Wordpress, HTML and CSS, Windows and Mac platforms.</p> <p>Languages</p> <p>English and Spanish (bilingual) German and French (conversational)</p>

Experience	06.2011 – present	01.2010 – 04.2011	06.2008 – 05.2009
	<p>henderson bas kohn, Project Coordinator (Contract)</p> <p>Prepare scopes, estimates, timelines, metrics reports and support manage projects (<\$50) for clients that include LG, Nestle, Tim Hortons and The Weather Network.</p> <p>Manage relationships with media vendors and outsourcing partners that include Google, MSN, and Sympatico.</p>	<p>Carbono Consultores, Project & Content Manager</p> <p>Managed and led a team of designers & developers in the production of multiple concurrent web initiatives and online marketing strategies for MetLife and American Express. Acted as the primary point of contact for clients and team members.</p> <p>Increased agency revenue by 14% through authoring proposals that secured three new projects.</p> <p>Supervised a team of experts (designers, developers, copywriters, strategists) from 5-20 people per project.</p> <p>Worked onsite with MetLife Mexico's Marketing department; directed internal employees in maintaining, developing and enhancing web content; ensured compliance with branding standards and industry regulations.</p> <p>Improved on the architecture, content, usability and SEO of the MetLife and American Express Corporate portfolio of websites, and prepared analytics reports.</p>	<p>Transparency International, Programme Reporting Coordinator</p> <p>Developed and implemented financial reporting systems for multiple multinational projects through the creation of automated financial trackers, reporting templates and user guidebooks.</p> <p>Produced a financial quarterly reporting system used across 24 countries for the "Anti Corruption: Delivering Change" initiative for the five-year term of the project.</p> <p>Developed project & reporting guidelines for EU and UK government funded projects.</p> <p>Created and maintained a donor contract database, reducing contract consulting time and optimizing follow-up.</p> <p>Led basic and intermediate training courses in MS Excel for financial project management to all members of staff.</p>
	<p>01.2009 – present</p> <p>Independent, Design Consultant</p> <p>Directed the conceptualization and design of FLARE Magazine's Tumblr website for Rogers Digital Media.</p> <p>Developed brand name, concept, user interface design, and advice in the creation of brand positioning strategies for a location-based social networking site (mapinion.com).</p> <p>Build and maintain client relationships and advise on design initiatives to small businesses.</p> <p>Manage clients' outsourcing partners in the implementation of design concepts.</p>		

Background & Personal Info	Education	Interests
	<p>2008 BA, International Relations at Fray Bartolomé de las Casas University.</p> <p>President of the Student Council Graduated with High Honours</p>	<p>New & Emerging Technology, Design, Social Media, Mobile Technology, World Politics, Current Events, Independent Film, Alternative Music, and Reading.</p>