

Amanda Roshek-McMillen

Project Manager/ Creative

Altadena, CA 91001

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Proactive professional with 12.5+ years of experience and a proven knowledge of process improvement, product development, and workflow optimization. Aiming to leverage my skills to successfully fill the Project Manager role at your company.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Account Executive Pin USA

- Glendale, CA January 2020 to

Present

Oversee development processes all the way through from design to delivery and communicate effectively to ensure it's in line with the client's vision and timeline.

Measure and evaluate product samples against the mechanical art layouts.

Work with vendors and product manufacturers (domestic/international) on process and product development.

Project Manager (Freelance)

A Faster Rock - Altadena, CA January

2018 to Present

Part owner and operator, providing project management and consulting on art management. Web design, brand building, project coordination, bookkeeping.

Track deliverables, maintaining deadlines and budget expenses.

Consult and facilitate meetings with directors and designers assuring client expectations are met.

FINE ART/MARKETING INSTALLATIONS PROJECT MANAGER

It's A Wonderful World - Burbank, CA July 2019

to October 2019

Bookkeeping, financial quarterly reports. Design work and asset management.

Developed and maintained a registry system of incoming and outgoing projects as well as project tracking for corporate and stakeholders.

Developed standards for procurement, creating relationships and locking in vendors.

FINE ART/MARKETING INSTALLATIONS PROJECT MANAGER

3D Systems - Burbank, CA April 2019

to July 2019

Lead strategic planning for the finishing department by developing business and branding strategies.

Working with design and digital in developing client vision; coordinating with vendors and manufacturers to facilitate fabrication of projects. Sought new business opportunities and

networking in the arts and entertainment studio community. Logistics management: packaging, transportation, delivery, and installation to retail marketing installations, museums, art galleries, and collectors.

Project Manager

Southern Graphics (SGS) - Glendale, CA August
2017 to December 2018

Coordinate communication between SGS vendors and Nestle department executives.

Maintain trackers for multiple projects.

Manage asset delivery between marketing, design, and pre-press operations.

PRODUCTION MANAGER, Shipping and Fabrication

LA Packing Crating and Transport - Los Angeles, CA July 2007
to August 2017

Optimized multi-level production schedule throughout project life cycle.

Initiated production monitoring statistics and supply chain inventory on excel.

Estimated and designed project scope for crating and shipping projects, including budget and procurement.

Train and manage production team of 6 to 10 people.

Education

M.B.A. in Project Management PENN

STATE - University Park, PA September 2015 to
May 2017

Bachelor of Fine Arts in Fine Arts

UNIVERSITY OF IOWA - Iowa City, IA
September 1999 to May 2006

Skills

- Project Coordination
- Asset Management
- Google Suite
- Adobe Creative Suite
- Project Management
- Production Management
- Meeting Facilitation
- Warehouse Management
- Computer Literacy
- Personal Assistant Experience
- Office Experience
- Administrative Experience
- Office Manager Experience
- Adobe Illustrator
- Branding
- Supply Chain
- Adobe Photoshop
- Budgeting
- Adobe InDesign
- Computer Networking
- Graphic Design
- Web Design
- Process Improvement
- Strategic Planning
- Product Development

Links

<http://www.afasterrock.com>

<http://www.amandaroshek.com/>