


CHRISTINE DIXON

PROJECT MANAGER
CUSTOMER RELATIONSHIP AND
ACCOUNT MANAGEMENT EXPERIENCE

CONTACT

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PHOENIXVILLE, PA 

EDUCATION

2008 - 2011

BACHELOR OF SCIENCE
IN DIGITAL MEDIA
DREXEL UNIVERSITY

2006 - 2008

INTERACTIVE DIGITAL DESIGN
QUINNIPIAC UNIVERSITY

SKILLS / TOOLS

PROJECT MANAGEMENT
ACCOUNT MANAGEMENT
CUSTOMER SUCCESS
BUDGET & SCOPE MANAGEMENT
ORGANIZATION & PLANNING
TIME MANAGEMENT
DIGITAL STRATEGY (SEO / SEM)
BASIC HTML/CSS
DIGITAL DESIGN

ADOBE CC, CMS (WORDPRESS)
BASECAMP, JIRA, TRELLO
TEAMGANTT, TEAMWORK
HARVEST, SLACK
MICROSOFT PROJECTS
G SUITE, OFFICE 365

PROFESSIONAL EXPERIENCE

2017 - PRESENT

BUSINESS OWNER;
PROJECT & CLIENT RELATIONSHIP MANAGER
HAVEN & HASBROOK LLC / PHOENIXVILLE, PA

- Providing high-end custom stationery & calligraphy for special events by building and maintaining customer relationships, managing all business and project management tasks, and producing the end creative.
- Requires high level of customer satisfaction and high attention to detail.

2016 - 2017

DIGITAL PROJECT MANAGER
REALTIME MEDIA / CONSHOHOCKEN, PA

- Successfully executed full website builds, promotional online sites, and print work by developing and adhering to project plans and scopes.
- Day-to-day project manager for 10 - 20 active clients requiring high level of detail and client interaction to maintain successful relationships, while overseeing project tasks for internal and distributed developers and creatives.

2015 - 2016

DIGITAL SPECIALIST (SEO / SEM)
MASTERMINDS AGENCY / PHILADELPHIA, PA

- Produced full digital media campaigns for digital advertising including paid search (SEM), display ads, social advertising and SEO while adhering to budget and industry standards.
- Responsible for client reports and managing internal creative team needs.

2011 - 2015

Co - OWNER;
PROJECT & ACCOUNT MANAGER
APEX DESIGN STUDIOS / LINCOLN, NH / WEST CHESTER, PA

- Demonstration of entrepreneurship in starting and maintaining a successful digital design business alongside my partner.
- Overseeing the development of full site builds, digital campaigns, and various creative projects (including mobile apps, animation, and 3D visualizations).
- High attention to detail in all facets including relationship building, project management, and creative production.
- Hands on experience in website development and creation of digital assets.

SUMMER 2014

PROJECT MANAGER
DIGITAL BUNGALOW / SALEM, MA

- Effectively worked alongside project management team to manage internal creative and development teams to deliver full site builds to clients.