

Culture-driven Manager with over 10 years of experience leading cross-functional teams, managing in-depth project life cycles, developing productive client relationships, and delivering complex products across diverse industries. Known for strong leadership, meticulous organization, fostering collaboration, and promoting an engaging positive work environment. Experienced in leading remote and in-person teams throughout multiple time zones, leveraging Agile methodologies to deliver quality projects on time and within budget.

Technical Skills

· Microsoft Project · Google Workspace · Asana · Jira · Slack
· Zoom · Trello · Notion · Smartsheet · Monday · Basecamp
· Agile · Waterfall · Kanban · Cost-benefit · Procurement
· Risk Management · Budgeting · SaaS · Salesforce · Zendesk
· GitHub · Figma · Python · SQL · Blockchain · Generative AI

Personal Attributes

· Goal Setting · Strategic Thinking · Business Development
· Collaboration · Time Management · Networking
· Communication · Flexibility · Integrity · Problem-solving
· Stakeholder Management · Empathy · Adaptability
· Mentoring · Active Listening · Delegation · Reliability

Work Experience

Zunkz, Web3 Blockchain Member Rewards Program | Team Leader & Project Manager | Remote | Nov 2021 - Current

- Lead a remote team of 9 overseeing networking, marketing, strategy, analysis, support, and product developments.
- Oversee the project's financials, including treasury, budgets, and payroll, ensuring optimal resource allocation.
- Successfully delivered 5 new product releases on time and within budget, increasing member engagement by 25%.
- Orchestrated the launch of a new interactive website and rewards program, increasing member satisfaction.
- Implemented multiple customer support channels, improving member communications and team response times by 50%.
- Strategized and implemented online social campaigns, increasing the projects public interest and engagement prior to specific product releases.

HealthEgo, Health & Fitness Social Platform | Founder & Project Manager | Remote | Mar 2016 - Dec 2022

- Spearheaded the creation, development, and release of a health & fitness social media app.
- Managed multiple teams of outsourced developers through multiple product releases.
- Navigated multiple challenges posed by unreliable development groups.
- Successfully launched iOS and Android apps.

Health Coach, Private Executive Health Coaching | Health Coach | Palo Alto, CA | Mar 2016 - Nov 2021

- Developed individualized health & wellness plans for high level VC executives and their families.
- Organized, managed, tracked client's progress using daily check ins, scheduled surveys, and weekly in person consultations.
- Practiced information security and data privacy with the use of NDAs and reporting with data classification methods.

GreatLyfe, Marketplace for Wellness Services | Technical Product Manager | San Jose, CA | Sep 2015 - Mar 2016

- Led and managed a small remote web development team, successfully delivering 2 major product releases.
- Implemented Agile methodologies to improve team efficiency, ownership, and reduced project costs through optimized resource allocation.
- Developed, organized, and maintained detailed project plans, ensuring on-time and on-budget delivery of key milestones.
- Personally sourced the initial angel investment of \$150,000 through pitching local investment firms, demonstrating strong business development skills.

Equinox, Health & Fitness Club | Personal Training Department Manager | Palo Alto, CA | Dec 2012 - Sep 2015

- Managed a department of 3 managers to oversee the schedules, training, and performance of 45 personal trainers.
- Successfully implemented new training programs that increased employee satisfaction and improved client retention rates.
- Managed multiple concurrent projects to optimize department operations, resulting in a 15% reduction in operating costs.
- Conducted weekly team meetings to set goals, review performance, and provide coaching and support.
- Developed and implemented a new hiring process that reduced time-to-hire by 30%.
- Provided regular project status reports and department analysis to corporate management stakeholders.

Education

Project Management Professional Certificate | Google | Online | Aug 2024 - Oct 2024

- Project Management foundations, initiation, planning, execution, Agile & Waterfall methodologies, real world applications.

Data Science & Computer Engineering | Bloom Institute of Technology | Online | Jul 2019 - Feb 2021

- Data analysis, engineering, modeling, machine learning, computer science, Python.

BS Environmental Science | University of Redlands | Redlands, CA | Sep 2003 - May 2007

- Bachelor of Science in Environmental Science with a focus in Sustainable Architecture.