

Maija Peura

Project Manager

Contact



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maijapeura.com



Minneapolis, MN

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Technology

Microsoft Office Suite:

Word Excel PowerPoint

Adobe Creative Suites:

Photoshop Adobe XD
Illustrator InDesign

Database:

Raiser's Edge Microsoft Access
CRM

Website Expertise:

HTML/CSS JavaScript
WordPress Publisher
Social Media UX | UI
PHP Figma
Bootstrap

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Professional Development

- Project Management Workshop Certificate
Fred Pryor Seminars
- Leader's of the New Millennium Graduate
St. Catherine University
- Emotional Intelligence for Massive
Success Certificate
YES, Ideal Coaching
- Facilitating Effective Meetings
United Way Worldwide
- MBTI, Strength's Finder, Intercultural
Development Inventory

I am an experienced Project Manager offering 10+ years of comprehensive expertise and achievements in client-focused organizations. In my work, I am recognized for;

- excellent time management
- applying creative solutions to save time, energy and money for the business
- creative problem-solving while engaging others in the process
- establishing and maintaining strong organizational relationships while focusing on teamwork
- excelling in demanding and fast-paced environments

Relevant Professional Experience

Managing client projects

- Applied versatile communication skills to manage the objectives, timelines, and priorities for upwards for 25 internal projects simultaneously
- Demonstrated rapport-driven communication to actively engage and update key internal and external stakeholders on pertinent project updates and revisions
- Proficiently communicated with agency partners while facilitating training and development opportunities, utilizing various mediums to address budget management, location identification, contract negotiations, and other critical logistical support need
- Maintained and delivered training curricula for 30+ training programs, providing detailed, accurate information to grow client engagement and further partnership opportunities
- Independently planned and produced events to advance business development goals, serving anywhere from 25 – 1000 attendees, including business leaders, city and elected officials, and members of the nonprofit sector
- Recognized for professional flexibility and versatility, consistently delivering high-quality, person-centered programming and services
- Fostered relationships with external partners on behalf of the organization, acting as a conduit and logistical support in convening large-scale partnership meetings
- Enthusiastically improved organizational efficiency, streamlining processes and procedures, balancing high-level project management expectations, identifying critical areas of concern, and contributing to organizational scope and strategic vision

Program planning | Strategizing

- Managed and supported the mission progression of various sized nonprofit and private organizations with budgets ranging from \$1.5M to \$423M

Community Involvement

- Volunteer & attendee of Meetup Groups
Girl Develop It
- Event Committee 2014 Leadership Conference
Minnesota Council of Nonprofits
- Volunteer
WomenVenture
- Step-Up Supervisor
Achieve Minneapolis
- Project Manager, Charles Town Agro-Community Development
Charles Town, Jamaica
- Volunteer and Student
Jawaahir (Middle Eastern) Dance Co.

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Education

AAS, Graphic Design: Web and Interactive Media

Minneapolis College (MCTC)
Minneapolis, MN

BA, International Studies/Spanish

Hamline University
St. Paul, MN

Study Abroad Program

University of Seville
Seville, Spain

- Accurately and thoroughly managed budget for client and administrative services, independently providing guidance and decision-making on allocation and distribution of funds
- Engaged and educated board of directors on budgetary decisions, presenting bi-monthly reports to ensure open communication and transparency
- Demonstrated ability to engage international stakeholders, partnering with local NGOs in Jamaica to collaboratively create and implement sustainable tourism initiatives
- Conducted market analysis to assess eco- and agro-tourism in Jamaica, utilizing partnerships with University of St. Thomas (MN) students to advance sustainability efforts and grow program exposure. Identified and recruited field experts to conduct volunteer international technical assistance, conjoining team roles and expertise to advance community self-sufficiency efforts

Marketing | Outreach:

- Advanced social media outreach and utilization, leveraging WordPress, blogs, and other mediums to actively engage stakeholders and optimize web presence
- Skillfully developed engaging, consistent curricular templates, marketing materials, resource fair assets, external event communications, and program brochures
- Led website development efforts, creating wireframes that improved usability and navigation while maintaining agency brand standards
- Organized impact measures for Semi-Annual reports, partnering across various departments to engage and attain essential content feedback from critical stakeholders
- Experience researching web user behaviors, analyzing research-driven material to improve web functionality and user experience

Work Experience

Thomson Reuters, Eagan, MN

Project Manager, Contract through Q Consulting

2018 - 2019

Fair & Square Remodeling, Plymouth, MN

Office Coordinator

2017 - 2018

Jeanne Thorne Staffing

Contractor, various positions

2015 - 2017

Greater Twin Cities United Way, Minneapolis, MN

Project Manager, Executive Assistant

2013 - 2015

Duluth Local Initiatives Support Corporation (LISC) – Duluth, MN

Office Manager

2012 - 2013

WomenVenture, St. Paul, MN

Executive Assistant, Program Assistant, Client Services Manager

2005 - 2011