

Digital Project Manager Digital Project Manager Digital Project Manager Corona, CA Highly passionate, self-taught developer, and IT enthusiast focusing on learning all I can in the technology field. I am a problem solver with strong organizational, and communication skills resulting in a promoted position to a Project Manager. Authorized to work in the US for any employer Work Experience Digital Project Manager Link-U Realty - Riverside, CA June 2017 to Present Gather information from client and develop ideas based on their needs. Build and maintain collaborative relationships with staff and vendors. Track project deliverables, tasks, and resources used. Develop project plans and lead teams to meet the defined timelines Review contracts across different states to ensure approval of work IT Support Lead Link-U Realty - Riverside, CA January 2016 to June 2016 DNS management to ensure email and website connection Troubleshoot problems reported by clients and analyze and isolate issues Provide phone support for email trouble shooting (MS Outlook, iOS, Android) Ensure system allows all components to work properly Support the implementation of new softwares or third party providers. Project Coordinator TL Marketing Agency - Fontana, CA 2014 to 2016 Create and maintain comprehensive project documentation, plans and reports Liaise with clients to identify and define requirements and objective Implementing strategic digital marketing efforts for lead generation/customer acquisition; Education High School Diploma Santiago High School 2013 Skills MS EXCEL (Less than 1 year), MS WORD (Less than 1 year), TIME MANAGEMENT (5 years), WORD (Less than 1 year) Certifications/Licenses Content Marketing Specialist (2017 Digital Marketer) Customer Value Optimization Specialist (2017 Digital Marketer) Ecommerce Marketing Specialist (2017 Digital Marketer) Social and Community Manager (2017 Digital Marketer) Additional Information Skills Ability to trouble shoot and problem-solve difficult situations Strong initiative to quickly learn new skills and work under pressure while making smart decisions Efficiently use MS Excel and MS Word. Exceptional verbal and written communication skills Self-motivated and excellent with time management

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