

Project Manager Project Manager Project Manager East Lansing, MI Work Experience Project Manager Allen Brothers Inc - Rochester Hills, MI 2009 to 2015 Acted as on-site quality control and made sure contractors understood company expectations ? Identified and hired the best subcontracting crews based on the needs of the project ? Coordinated schedules of various contractors on project sites ? Spearheaded all large scale historical renovation contracts ? Consistently met the essential project deadlines ? Routinely met with each of the project contractors to track of forward progress ? Tracked the efficiency of each team to get the maximum output 805 COWLEY AVE. ? EAST LANSING, MICHIGAN 48823 ? (248)-670-0082 ? ALLENJ33@MSU.EDU ? Provided weekly updates of project progress and communicated any problems or possible project delays when necessary ? Ensured clear and effective communication between the client and the upper management ? Led and mentored new employees on the jobsite ? Managed multiple project budgets IT Director 2009 to 2015 Worked closely with upper management to adopt technology to improve company work flow and management ? Developed a customer database (CRM) to effectively manage construction projects and the contractors working on each ? Ensured the integrity of the data by monitoring the input of information at all times ? Created a training program for customer database, which included a training manual as well as in person workshops as needed Marketing Director 2009 to 2015 Enhanced company's online platform through website redesign, user-centric functionality upgrades, targeted social media ? Analyzed primary customer base to ascertain the best ways to promote Allen Brothers services ? Created and deployed strategic marketing materials for each customer base using the customer data and feedback previously collected Marketing Director/Communications Manager Luma Resources Solar - Rochester Hills, MI 2007 to 2015 Advised company owners on technology, marketing and design of publications and website ? Spearheaded political marketing campaign that resulted in President Obama referencing Luma Resources at the 2011 State of the Union Address ? Leveraged company's State of the Union fame to market Luma Resources to a national market ? Managed all media contacts and prioritized which contacts to engage ? Designed and created promotional videos and PowerPoint Presentations geared toward potential customers and investors ?

Organized and scheduled speaking engagements or presentations for the President of Luma Resources to promote and educate people about the solar industry and Luma products ? Researched pertinent industry expos, trade shows, and conference appearances to showcase Luma Products and Services ? Registered the company ? Booked appropriate employees to attend ? Designed the company Booth and materials for each expo Education Bachelor of Science in Sociology Michigan State University - East Lansing, MI December 2018 Skills Marketing, Content creation, Database, Css, Dreamweaver, Html, Javascript, Flash, Photoshop, Illustrator, Premiere, Inventory, Indesign, Database management Certifications/Licenses Driver's License

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