

📞 +37062801113
✉️ a.navardauskaite@icloud.com
📍 Vilnius

Augustina Navardauskaitė-Grigutė

Project manager



SUMMARY

Project Manager with 7 years of experience managing a diverse range of projects and leading cross-functional teams. Proficient in strategic planning, stakeholder management, and process optimisation, with a strong track record of enhancing client relations and delivering high-quality digital content solutions.

SKILLS

Communication	Advanced
Stakeholder management	Intermediate
Time management	Advanced
Agile	Basic
Budget management	Advanced
Strategic planning	Intermediate
Team Leadership	Intermediate
Project management	Advanced

LANGUAGES

English	Fluent
Lithuanian	Native

EDUCATION

Business Management
University of Salford
04/2017 - 07/2018
M.Sc. International events management

Sound Engineering
University of Huddersfield
09/2011 - 07/2015
B.A. Popular Music Production

CERTIFICATES

Fundamentals of Programming and IT Project Management
Vilnius Coding School
10/2023 - 12/2023

EXPERIENCE

Project Manager Team Lead

SocialDrum ↗
05/2022 - 04/2024

- Led a team of project managers in delivering complex projects, consistently meeting deadlines and budget constraints.
- Developed and executed detailed project plans, facilitating clear communication and collaboration across functions.
- Established and maintained client relationships, driving business growth through strategic upsells and project scope expansions.

Project Manager

SocialDrum ↗
05/2021 - 05/2022

- Managed end-to-end project life cycles, ensuring the successful delivery of digital marketing campaigns across multiple platforms.
- Implemented quality assurance protocols to maintain high standards in project delivery.

Event Manager & Co-founder

Effect'as ↗
06/2019 - 10/2021

- Directed large-scale events, overseeing all aspects from conceptualisation to execution, including budget management and vendor negotiations.
- Managed vendor and venue relationships, negotiating contracts, coordinating event services, and ensuring venues met client requirements.
- Assessed and managed risks to ensure the safety and coordination of guests and team members during event preparations and implementation.

Digital Project Manager

Elitaz ↗
04/2018 - 02/2019

- Managed digital projects for high-profile productions, ensuring integration of digital content strategies with overall business goals.
- Optimised budget allocation and resource management, enhancing project profitability.

Project Coordinator

Elitaz ↗
06/2013 - 07/2014

- Coordinated over 300 TV project participants, managing everything from scheduling rehearsals to guiding them onstage.
- Served as a primary point of contact for artists and freelancers, maintaining effective communication and fostering positive relationships.