

Cherié Francis

📍 Location: London, UK

☎ Phone: 07930 688 016

✉ Email: cheriefrancis5@gmail.com

📁 Portfolio: <https://cheriefrancis.github.io/>

🌐 LinkedIn: <https://www.linkedin.com/in/cheriefrancis/>

SUMMARY

Assistant Product Manager with a Mechanical Engineering background and proven experience in managing technical products and product launches. Skilled in coordinating cross-functional teams, ensuring quality standards and optimising processes. Proficient with project management and design tools. Demonstrated success in collaborating with international suppliers, particularly in Asia. Seeking opportunities to apply my skills in a Technical Project Management role.

PROFESSIONAL EXPERIENCE

Assistant Product Manager - LED Lighting

Feb 2024 - Present

Integral LED

London, UK

- Launched 8 product ranges with over 100 SKUs alongside the Directors of Product Management within 3 months.
- Specialised in fire-rated downlights and commercial and office products, including battens, floodlights, and panels.
- Developed product road maps and managed new product launches using Wrike – a project management platform.
- Liaised between international suppliers and internal departments to ensure timely completion of all project tasks.
- Guided the Marketing & Design team in producing packaging and instructions tailored to specific products.
- Utilised Adobe Illustrator and Photoshop to clearly communicate packaging changes to suppliers.
- Ensured the highest quality of new products by closely collaborating with the compliance team.

Development Programme Manager Intern

Jun 2022 – Aug 2022

Mattel Inc.

El Segundo, CA, USA

- Led a team to design and develop a robot arm tailored for automating a manual assembly process.
- Allowed for substantial cost savings in manufacturing due to the automated product assembly.
- Automated the tracking of issue submission dates for internal issue escalation procedures in Microsoft Excel.
- Optimised an existing issue categorisation system, making it more dynamic for informed decision-making.
- Improved upon and accelerated a design approval process using Adobe Workfront.
- Collaborated within a 7-person cross functional team to design an innovative product based on a provided prompt in 2 days.

Residential Assistant

Sep 2021 – Jun 2023

Stanford University Residential Education

Stanford, CA, USA

- Coordinated and executed programs and activities catering to over 200 residents alongside 9-12 colleagues.
- Fostered a sense of community within the residence while actively addressing student concerns and complaints.

Research Assistant

Jun 2021 – Aug 2021

Stanford SHAPE Lab

Stanford, CA, USA

- Engineered a 3D printed steering wheel which provides haptic feedback to users.
- Programmed the wheel to precisely adjust to user-specified angles using Arduino.

Assistant Designer

Jan 2021 – Jun 2021

Skyview Estate

St. Elizabeth, Jamaica

- Designed and modified exterior housing features and access points for a residential housing scheme using Procreate.

Administrative & Marketing Coordinator

Mar 2020 – Aug 2020

BEAM Stanford Career Education

Stanford, CA, USA

- Evaluated the credibility of potential employers on Handshake to guarantee their suitability for potential employees.
- Conducted research on and reviewed around 100 employers on average weekly.

PROJECTS

Viscoject 300 - Main Role: Project Manager (*in partnership with Gilead Sciences*)

- Collaborated within a 4-person team to design and develop an add-on device for 3mL syringes to allow for clinicians to inject highly viscous medication in under 15s.
- Managed project timelines and milestones using a Gantt chart, ensuring successful on-time project completion.

Aesthetic Prosthetic Leg Cover

- Co-developed a durable 3D printed prosthetic leg cover that showcases the user's creativity through vinyl stickers.
- Provided a budget-friendly solution over 95% cheaper than comparable commercial alternatives.

EDUCATION

Bachelor's Degree in Mechanical Engineering

Sep 2019 - Jun 2023

Stanford University (Top 10 engineering university in the world)

Concentration: Product Realisation (Design & Manufacturing)

SKILLS

Management:	Product Management, Project Management, Programme Management, Gantt Charts, Wrike
Office Suites:	Microsoft 365 (Word, Excel, Outlook, PowerPoint, Teams, SharePoint), Google Workspace (Docs, Sheets, Forms, Slides, Gmail)
Programming:	HTML, CSS, Python, C++, MATLAB
Design:	3D CAD (Fusion 360), Adobe Illustrator, Adobe Photoshop, Sketchup, Figma, Procreate
Manufacturing:	CAM-Computer Aided Manufacturing, CNC Milling, Milling, Turning (Lathe), 3D Printing, Laser Cutting, Sandcasting
Soft Skills:	Written & Verbal Communication, Problem-solving, Attention to Detail, Organisation