

Anna Myers

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New York

ABOUT ME

Creative, detail-oriented professional prepared to apply operations and project management talent to a globally-known business.

EDUCATION

2018

Certificate in Project Management
The University Of Auckland

2013

BA Theology - Culture Context
Laidlaw College

EXPERIENCE

Project Coordinator / EA

APR 19 - PRESENT

Bravely

- Led office relocation for twenty employees, managing relationships with brokers, building management, and multiple vendors to ensure a smooth transition with 100% up-time and no lost productivity.
- Oversaw the inboxes and calendars for two founders as the primary point of contact, scheduling high priority meetings with potential investors and enterprise sales prospects.
- Worked alongside Sales and Marketing leadership to develop systems and tactics leading to a 900% increase in lead generation.

Project Manager

APR 17 - AUG 2018

Deadly Ponies

- Managed design-to-market processes for new collections and for collaborations with companies including HASBRO. Ensured that all five collections launched on time, in full, and to specification.
- Supervised opening of two brick-and-mortar stores, refining and fulfilling the creative director's vision for a retail space.
- Oversaw an 8-month renovation project to transform a glassworks workshop into an event space. Coordinated with contractors in order to meet all deadlines within budget.

Operations Manager

JUN 16 - APR 2017

Deadly Ponies

- Provided business insights with solutions and implementation plans to leadership. Insights spanned topics such as staffing, budgeting, product pricing, new markets, and processes.
- Facilitated day-to-day office needs, including a 5-month office-wide renovation project.
- Led staff-focused initiatives, social events, onboarding and offboarding employees, and troubleshooting difficult situations.
- Managed a company wide annual budget of 1.3M.

Department Coordinator

JAN 14 - JUN 2016

World Vision

- Designed and managed a company-wide internal fundraising tool, in order to overseeing the flow of an annual 9.7M donor-to-field budget. Ensured each donor promise was met to the highest standard.
- Coordinated team needs including event management, accounting, developing meeting agendas, note taking, and inter-departmental collaboration and relationship-building.
- Provided logistical support to the general manager related to scheduling and correspondence.

Operations Manager

JUN 09 - JAN 2011

The Village

- Facilitated four large community-wide events each year for up to 550 attendees.
- Planned, created and managed multiple volunteer programs, overseeing other organisational staff to achieve desired outcomes.
- Mentored individuals on key management skills and styles of influence and leadership.
- Represented organization to the wider community, tasked with relations management and conflict resolution.
- Headed a task force with the purpose of sustainable growth for community programs, beneficiaries and organizational staff.