

EVAN STEIN

PROJECT MANAGER

SUMMARY

I am a highly-skilled and excellence-driven project manager with over 3+ years experience in successfully planning, developing, and organizing brands across multiple industries. With a keen eye for identifying regions that can be streamlined, and connecting projects with the right tools and individuals to achieve swift results, I have consistently led brands to accelerated productivity while effectively reducing internal costs.

EXPERIENCE

"The Nest" Music Studio, Los Angeles — Project Manager, Operations Manager, & Social Media Manager

March 2023 - PRESENT

- Managed communications between 5 clients using management softwares such as Asana and Google Workspace
- Developed a code for sending mass emails with personalized attachments that led to increased playlist curator lead generation
- Organized team discussions regarding client contracts and project scope efficiency

Key Elements Music Group, Los Angeles — Project Manager, Web Developer, Graphic Designer





June 2023 - PRESENT

- Managed multiple independent music artists, submitting each for distribution through Performing Rights Organizations (PROs)
- Developed the kemgentertainment.com website & created promotional brand material for social media use
- Organized spreadsheets of mass media outlet contacts & facilitated the set-up of artist accounts through streaming services

Soka Sunglasses, Los Angeles — Operations Manager & Web Developer

May 2021 - April 2022

- Developed an e-commerce website with inventory tracking and SMS order confirmations
- Tracked inventory and researched fashion trends through Google Trends and social media content for product ideation
- Facilitated communications between social media influencers during promotional campaigns

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EDUCATION

University of California, San Diego - Bachelors of Science in Business Economics

Fall 2022 - Spring 2025

AWARDS

Valedictorian
Honors Roll Award 6+ Years

SKILLS

- Strong Communication
- Leadership and Management
- Interpersonal Communication
- Web Design
- Project Management Tools
- Wireframe Creation
- Figma (Front-end coding)
- Branding
- E-Commerce
- Social Media Management
- Photoshop
- Graphic Design
- Front End Coding
- Google sheets