

Hannah Hufton

Technical Project Manager

Los Angeles, CA

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SUMMARY

A skilled Project Manager proficient in both Agile and predictive methods for managing high-tech projects. Along with my technical project management certification, I also bring many years of live event experience, proving my ability to work with clients and sponsors, problem solve quickly, and manage large, ever-evolving teams.

SKILLS

Skills: Stakeholder Management, Budget creation/management, Client and Customer service, Vendor Management, Scrum workflow, Project lifecycle/documentation, Team collaboration,

Tools: Google Suite, Microsoft 365 Suite, Asana, Github

EXPERIENCE

Event Manager

Film Independent | Los Angeles, CA

12/14 – 03/20

- Oversaw the creation and execution of over 25 events within 9 days for the annual film festival.
- Created and implemented a new centralized information and file-sharing system throughout the company.
- Created and managed all project timelines and budgets for marketing and event teams, delivering all projects on time and on budget.
- Directed all communication with clients, stakeholders and customers to ensure satisfaction.
- Hired and managed both large and small teams to fulfill all customer and client needs during and after planning stages.

Event Coordinator and Client Liaison

Blue Lotus Insights | Los Angeles, CA

Contracted (various from 2018 – 2020)

- Communicated with the venue, vendors, and client to ensure everyone was on the same page and had everything they needed.
- Handled all client requests to ensure client satisfaction for the entirety of events.

PROJECTS

Global Media Makers

Managed \$1.5 million budget for a year-long overseas filmmaking mentorship program.

- Created a budget from scratch using a project charter.
- Developed a cost management plan for the year-long program.

EDUCATION

Certificate, Technical Project Management

Thinkful

2021

BA, Cinema and Media Arts

Biola University

- Producing emphasis

2013