

# Kaleb Jamall Smith

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## Summary

A results-driven and highly organized project manager with a proven track record of success. I bring a wealth of experience from owning and running a startup, where I donned numerous hats and honed my skills in product roadmapping, marketing, finance, and technology. My expertise extends to programming languages such as JavaScript and Python, enhancing my ability to bridge the gap between technical and non-technical teams. I am known for my relentless work ethic, always striving to meet and exceed project goals while maintaining effective communication across cross-functional teams. I'm seeking a role where my diverse skill set and entrepreneurial spirit can be harnessed to drive innovative and successful product development initiatives.

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## WORK EXPERIENCE

### Frankel Design Build Project Manager

Houston, TX

February 2020 - Present

- Effectively lead dynamic, cross-functional teams and third parties through the lifecycle of large-scale products ranging from \$4-6M.
- Routinely demonstrate excellent interpersonal skills, fostering trust and collaboration with clients to understand their needs and deliver high-quality solutions.
- Initiate rigorous project schedules & processes, resulting in a 10% reduction in estimated project timelines, increasing stakeholder satisfaction and company reputation.
- Leverage empathetic leadership ability to provide onboarding assistance and mentoring to new team members, contractors, and clients.

### Stadler

San Antonio, TX

Project Manager & Estimator

December 2017 - February 2020

- Accurately built and oversaw project budgets of up to \$4M on Microsoft Excel using data and analytics.
- Routinely presented project updates, budgets, and deliverables to stakeholders, third-party vendors, and company executives, ensuring unison and alignment.
- Managed company product launch and oversaw the marketing campaign, drawing over 300 interested and engaged clients, increasing the company's reputation.

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## Education

University of Texas at San Antonio

San Antonio, TX

Major: Construction Management

August 2013 - May 2017

Minor: Business Management

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## LEADERSHIP EXPERIENCE

### Perflick (Startup)

Houston, TX

Founder

October 2020 - November 2022

- Designed & executed product roadmaps & prototypes based on data gathered from extensive market research, user interviews, and A/B tests, ensuring the product aligned with the vision.
- Executed targeted marketing campaigns using SEO & keywords, reaching over 2000 users in less than 24 Hours.
- Regularly managed a team of developers, clearly communicating the necessary documentation and deliverables while focusing on agile principles.

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## SKILLS

### Skills:

**Languages & Frameworks:** HTML5, CSS3, Javascript, Python (Basic), React

**Tools:** Microsoft Office, Google Suite, Github, Trello, Figma, VS Code, Miro, Mailchimp, FB Ads, Canva

**Soft Skills:** Collaborative, Leadership, Organization, Communication, Empathy, Entrepreneurial, Design-Oriented