

# Kai Mitchell

Portland, OR • (303) 295-2455 • kai.mitchell15@example.com • linkedin.com/in/kaimitchell15

Target Field: Product Management

## PROFILE

Product Manager with experience delivering measurable outcomes in Product Management. Strong in execution, clear communication, and building systems that scale. Comfortable owning work end-to-end and collaborating across teams.

## EDUCATION

### USC

B.S. Business Administration

Seattle, WA

2019 — 2023

- Honors program; Capstone project with documented results

## EXPERIENCE

### Product Manager — Vela Education

New York, NY | Sep 2023 — Present

- Automated a cross-functional initiative; improved a key metric by 12% through iteration and better tooling.
- Created dashboards and recurring reporting; reduced decision turnaround time by 40%.
- Standardized processes and documentation; cut manual effort by 45% and improved consistency.
- Partnered with stakeholders to define requirements, align on scope, and deliver on schedule.

### Product Operations Specialist — Meridian SaaS

Denver, CO | Jul 2021 — May 2023

- Automated a cross-functional initiative; improved a key metric by 22% through iteration and better tooling.
- Created dashboards and recurring reporting; reduced decision turnaround time by 40%.
- Standardized processes and documentation; cut manual effort by 45% and improved consistency.

### Intern — Harbor HealthTech

Portland, OR | Jun 2019 — Jun 2021

- Implemented a cross-functional initiative; improved a key metric by 12% through iteration and better tooling.
- Created dashboards and recurring reporting; reduced decision turnaround time by 50%.
- Standardized processes and documentation; cut manual effort by 55% and improved consistency.

## PROJECTS

### Support Deflection

- Launched in-product guidance and help center improvements to reduce tickets.
- Built dashboard and review cadence with support leadership.
- Presented results to stakeholders and documented next steps.

### Pricing & Packaging

- Analyzed competitors and interviewed customers; proposed updated tiers and packaging.
- Partnered with finance on revenue impact models and rollout strategy.
- Presented results to stakeholders and documented next steps.

### Onboarding Revamp

- Led onboarding improvements; defined success metrics and coordinated delivery.
- Instrumented funnel and iterated based on qualitative + quantitative feedback.
- Presented results to stakeholders and documented next steps.

## SKILLS

**Skills:** Analytics, A/B testing, Figma, Roadmapping, Go-to-market, Stakeholder management, User research, PRDs, SQL basics, Jira

**Certifications:** CSPO (In Progress), Google Project Management, Product Analytics Foundations