

# Caroline Sharpe

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## Education

Saint Mary's College of California  
Bachelor's Degree in Sociology | Grade: 3.2/4.0

California  
2017 - 2021

## Work Experience

Autofunnel.ai  
Product Manager

San Francisco, CA  
09/2023 - Present

- Orchestrated the cohesive development and market-wide launch of an AI business management platform, providing website creation, book authoring, podcast generation sales and email copywriting, contacts management, and more.
- Ran cross functional meetings across development, engineering, support, and marketing teams to ensure alignment and monitor project progress.
- Leveraged Agile and Scrum methodologies for efficient project management.
- Managed full project lifecycles, expanding product lineup, exploring new opportunities, and increasing revenue.
- Collaborated with support and client success teams to gather user feedback for innovative features.

Mech.com, Incorporated  
Project Manager

San Francisco, CA  
10/2021 - 09/2023

- Owned and operated the release and go-to-market strategy for games, game characters, in-universe land and exploration tools, and live user experiences.
- Coordinated development with executive decisions, marketing plans, design operations, and reports from support team.
- Created systems to organize company hierarchy and operations, managed change for multiple teams as the company grew.
- Managed given Agile and waterfall methodologies for project delivery and monitoring.

Grow Factor, LLC  
Operations Coordinator

San Francisco, CA  
05/2020 - 10/2021

- Scaled the company from 2 to 15 employees and nurtured the client base from 50 to over 4,000 in 18 months.
- Wrote and operated A/B test requirements, including creating mockups, working with developers, and making critical decisions to improve product features.
- Spearheaded change management initiatives and optimized operational processes through automation and system implementations across development, support, and product teams.
- Optimized operational processes through automation and system implementations for several teams, including development, support, & product.

The Vault  
Office Manager

San Francisco, CA  
12/2018 - 05/2020

- Managed daily schedules for high-value clients and oversaw multifaceted operations.
- Worked closely with founders to navigate challenges and develop processes over several phases of growth.
- Conducted facility tours, establishing valuable connections and promoting services.
- Oversaw multifaceted operations, including scheduling, invoicing, contract management, and advanced tech troubleshooting.

## Achievements

- Bookle.ai App:** Developed an innovative application that generates AI-written books of up to 180 pages across various genres and styles, showcasing strong product development and strategic execution skills.
- Podcaster App:** Created an AI-based software solution that automates podcast scriptwriting and vocal track generation, demonstrating expertise in market research and addressing customer needs.
- Mech.com: Sky Docks:** Launched a live web-based game supporting up to 8 players, highlighting my ability to manage product lifecycles and collaborate with cross-functional teams.
- Mech.com: Kalahari Depths:** Designed a solo ore-mining Match3 minigame to enhance user interaction, reflecting strong analytical skills and a focus on user experience in product strategy development.

## Additional Skills

- Product Strategy Development
- P&L Management
- Market Research and Analysis
- Performance Metrics Analysis
- Technical Communication
- KPI Development and Tracking
- Analytical Skills
- Communication Skills
- Problem-Solving
- Time Management
- Collaboration
- Languages:** English (Native), Spanish (Conversational)