

Caroline Sharpe

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Education

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

Moraga, CA
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.
- Managed full project lifecycles, expanding product lineup, exploring new opportunities, and increasing revenue.

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 the support team.
- 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.
- 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.
- Oversaw multifaceted operations, including scheduling, invoicing, contract management, and advanced tech troubleshooting.

Achievements

- Bookle.ai App:** Developed an AI-generated book application capable of producing books of up to 180 pages across various genres and styles, showcasing my technical proficiency and innovative thinking in software development.
- Podcaster App:** Created an AI-based software tool that generates podcast scripts and vocal tracks based on brief descriptions and titles, demonstrating my ability to leverage technology for content creation and enhance user engagement.
- Mech.com: Sky Docks:** Designed a live web-based game accommodating up to 8 players, highlighting my skills in market analysis and user interaction strategies within a competitive gaming environment.
- Mech.com: Kalahari Depths:** Developed a solo ore-mining Match3 minigame aimed at encouraging user interaction, reflecting my understanding of user experience design and engagement techniques.

Additional Skills

- Market Analysis
- Technical Support
- Pricing Strategy Development
- Asset Management
- Contract Negotiation
- Material Certification
- Reporting
- Communication Skills
- Relationship Management
- Organizational Skills
- Team Collaboration
- Languages:** English (Native), Spanish (Conversational)