Caroline Sharpe

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Education

Saint Mary's College of California	California
*Bachelor's Degree in Sociology	Grade: 3.2/4.0*	*2017 – 2021*

Work Experience

Autofunnel.ai — San Francisco, CA
Product Manager — *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.

Mech.com, Incorporated — San Francisco, CA
Project Manager — *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.
· Managed given Agile and waterfall methodologies for project delivery and monitoring.

Grow Factor, LLC — San Francisco, CA
Operations Coordinator — *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 — San Francisco, CA
Office Manager — *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 innovation in product development and user engagement.
· **Podcaster App:** Created an AI-based software that generates podcast scripts and vocal tracks from brief descriptions and titles, demonstrating proficiency in integrating AI technologies into product solutions.
· **Mech.com: Sky Docks:** Designed a live web-based game accommodating up to 8 players, highlighting skills in collaborative project management and user experience design.
· **Mech.com: Kalahari Depths:** Developed a solo ore-mining Match3 minigame aimed at enhancing user interaction, reflecting a commitment to continuous improvement in product engagement strategies.

Additional Skills

- Full Product Lifecycle Management
- Cross-functional Collaboration
- Stakeholder & Client Management
- AI/ML Technologies
- Agile & Scrum Methodologies
- In-depth QA and A/B Testing
- Strategic Planning and Execution
- Process Optimization
- Change Management
- Product Strategy Development
- Executive Stakeholder Management
- **Languages:** English (Native), Spanish (Conversational)