

# 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 AI-generated book application capable of producing books of up to 180 pages in various genres and styles, showcasing expertise in digital product development and user-centric design.
- Podcaster App:** Created an AI-based software that generates podcast scripts and vocal tracks from brief descriptions, demonstrating proficiency in product management and innovative solutions in the tech space.
- Mech.com: Sky Docks:** Launched a live web-based game supporting up to 8 players, highlighting skills in managing product lifecycles and fostering user engagement through interactive digital products.
- Mech.com: Kalahari Depths:** Designed a solo ore-mining Match3 minigame aimed at enhancing user interaction, reflecting a strong understanding of user needs and effective game mechanics.

## 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)