

**Organized, creative, and persistent Project Coordinator** with experience managing assets, directing operations, and meeting deadlines in artistic environments. Able to handle multiple projects simultaneously without compromising attention to detail. Considers task nuances and scrutinizes work product to meet high standards on first delivery.

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[Portfolio](#)

## SKILLS & COMPETENCIES

### *Project Coordination – Quality Checks – Production Environment*

PROJECT MANAGEMENT TOOLS

WRITTEN COMMUNICATION

ASSET MANAGEMENT

PRESENTATION SKILLS

TIME MANAGEMENT

ORGANIZATION SKILLS

OPERATIONS

SCHEDULING

PROJECT PLANS

MICROSOFT OFFICE

ADOBE CREATIVE SUITE

ASANA, NOTION, MIRO

PHOTOSHOP

ADOBE AFTER EFFECTS

BLENDER

## PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS

### Vitas Healthcare

#### Program Scheduler

10/2022 – Present

Miami, FL

Deploy strong communication skills to build rapport with customers and maintain long term relationships. Effectively utilize 'Appointments Everywhere' to schedule and update patient appointments. Quickly process arriving referrals. Supply all customers with top tier customer service, adhering to VITAS Call Center Quality Management standards.

**CORE COMPETENCIES:** PROJECT MANAGEMENT PROFESSIONAL (PMP), ASSET MANAGEMENT, TEAMWORK, PROJECT MANAGEMENT TOOLS

- *Admitted 100% of patients, achieved month end admissions goal; reviewed patient charts, collaborated with staff; considered availability and patient needs, scheduled appointments; confirmed patient admission, reassessed charts*
- *Facilitated achievement of shared goals, liaised between nurses, patients, and third parties; regularly considered pending goals, evaluated needs; coordinated schedules, served as subject matter expert; leveraged party strengths*
- *Cultivated strong and collaborative relationships, inspired seamless teamwork; prioritized proactive communication amongst staff members; focused on project details; managed team and individual tasks; improved efficiency*

### GoldLeaf Games LLC

#### Contract Artist

06/2022 – Present

remote

Created sketches, renderings, and character designs for use in multi-style video games on contract basis. Coordinated with GoldLeaf Games point of contact to understand needs and deliver quality designs requiring minimal revisions. Blended games' existing aesthetic and style into new designs for seamless character and game integration.

**CORE COMPETENCIES:** TIME MANAGEMENT, ORGANIZATION SKILLS, METADATA, DIGITAL DESIGN, PRESENTATION SKILLS, COLLABORATION

- *Finalized character designs and assets for developing video game and table top role playing game; analyzed director suggestions, created concept sketches; collaborated on sketch revisions, refined designs; received approval*

## You Are Here (Illuminate Coral Gables)

### Project Volunteer

12/2020 – 03/2021

Miami, FL

Created installation exhibiting connection between history, geology, ecology, and climate at Coral gables Museum. Traced connections between seemingly disparate historic events to provide collective perspective on history of South Florida. Collaborated closely with multiple artists to highlight individual skills while also offering cohesive concept.

**CORE COMPETENCIES:** PROJECT PLANS, MARKETING, QUALITY CHECKS,  
PRODUCTION ENVIRONMENT, ART INSTALLATION, CREATIVITY

- *Pitched and implemented art installations; created concepts, considered public profile and important subject matter, presented ideas to leadership; spearheaded revision process, reworked ideas; utilized new projection technologies*

### Fresh Starts Behavioral Therapy

#### Breakthrough Coordinator

01/2020 – 10/2022

Miami, FL

Ensured smooth operation of all office activities, carefully scheduling events in consideration of unique daily business needs. Collected office data for maintenance of spreadsheets and reports that enabled swift response to various administrative inquiries. Directed office communications and responded to client concerns as necessary.

### WaWa

#### Associate

03/2019 – 01/2020

Miami, FL

Provided high quality customer service focused on building relationships and driving continuous sales. Created custom beverages in fast paced environment without sacrificing quality. Processed cash and credit payments using POS systems.

### Urban Outfitters

#### Sales Associate

09/2018 – 08/2020

Miami, FL

Anticipated customer requests and attended to individuals with thoughtful suggestions necessary to create positive shopping environment. Utilized refined attention to detail to receive shipments, stock products, and maintain clean workspace while also juggling customer facing responsibilities. Processed payments and authorized returns.

## EDUCATION

**BFA, Bachelor of Fine Arts** – Digital Arts/Animation track, Florida International University, Miami, FL

**AS, Associate of Science** – Animation and Game Art M.A.G.I.C., Miami Dade College, Miami, FL

**AA, Associate of Arts** – General Art Studies, Miami Dade College, Miami, FL