

# LINDSAY BUEMI

## CREATIVE SERVICES PROJECT MANAGER

### PROFILE

I am an independent creative services program and project manager with over 10 years experience in developing and managing complex projects and programs while working with remote teams. I am skilled in program and project development and management, strategic planning, B2B & B2C marketing campaign management, social media and email marketing management, remote team management, community engagement marketing and event production.

### PROFESSIONAL EXPERIENCE

#### CHIEF OF STAFF

The One Club For Creativity Denver | 2012 - Present

- Develop and oversee project plans, scopes, and budgets while guiding the successful execution of programs, online and in-person events, and chapter operations.
- Manage objectives, expectations, and timelines and communicate changes/directions to teams.
- Work with all team members to facilitate the process of developing effective strategies.
- Responsible for planning and managing the marketing calendar including scheduling and deploying email and social media campaigns (B2B & B2C) for all chapter events and programs.
- Manage the budget and work with the chapter president to manage costs and deliverables as well as staffing.
- Manage project management/workflow system data entry and reporting. Identify potential project risks and develop contingency plans.
- Manage workloads and availability of remote volunteer teams.
- Communicate and work with headquarters in the New York office.
- Recruit and onboard new volunteers.
- Manage and track sponsorship and donors.
- Source and manage vendors.
- Prepare financial reports and tax documents.

#### MULTIMEDIA DESIGNER

ASI Medical Inc. | 2009 - 2012

- Managed the product website and online store
- Collaborated with the sales team to design and execute B2B marketing campaigns across print, web, email, and social media platforms.
- Designed and executed print and digital brochures, print and digital ads, trade show graphics, and technical manuals.
- Managed vendors.
- Photographed products for the website, the online store, and advertisements.
- Wrote, filmed, and edited product marketing videos.

#### PRINT DESIGNER

CH2M HILL | 2005 - 2009

- Designed and executed print collateral including brochures, ads, flyers, trade show graphics, proposals, and presentations.
- Managed print vendors
- Assisted the video manager with motion graphics.

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## SKILLS

- Zoom Webinar & Meetings
- Trello Task Management System
- GSuite
- Microsoft Office
- WordPress
- Content Management Systems
- Hubspot CRM
- Wave Accounting Software
- Dropbox
- Adobe Creative Suite
- Adobe Premiere Pro
- Adobe After Effects
- Social Media Platforms
- Hootsuite
- MailChimp
- Eventbrite
- Allseated
- Social Tables

## EDUCATION

### **CERTIFICATE OF MOTION GRAPHICS**

Art Institute of Colorado

2007

### **BACHELOR'S OF FINE ART COMMUNICATION DESIGN**

Metropolitan State University

2005

## CONTACT

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*References available upon request*