

OLIVIA SMITH

Digital Project Manager Executive

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PROFESSIONAL SUMMARY

Accomplished Digital Project Manager Executive with over 10 years of experience in spearheading large-scale digital projects. Expert in agile methodologies, strategic planning, and stakeholder management, I drive project success through innovative solutions and cross-functional collaboration. My goal is to leverage technology to enhance operational efficiency and deliver exceptional client outcomes.

WORK EXPERIENCE

Digital Project Manager Executive

Seaside Innovations

Feb / 2018-Ongoing
Santa Monica, CA

- Oversaw the management of a global digital catalog across multiple platforms.
- Directed cross-functional teams to ensure timely project deliverables in a high-pressure environment.
- Facilitated collaboration to meet diverse global needs for digital functionality.
- Established quality assurance protocols for digital asset production.
- Acted as the creative lead for product photography initiatives supporting global marketing efforts.
- Partnered with external agencies to maintain high standards of digital content.
- Successfully executed new platform launches and website enhancements.

Digital Project Manager

Silver Lake Enterprises

Feb / 2015-Feb / 2018
Seattle, WA

- Managed design and development efforts for interactive digital projects.
- Led agile Scrum teams in daily operations, ensuring project alignment with client goals.
- Directed the redesign of corporate website, enhancing user experience and engagement.
- Maintained client relationships to streamline project communications and expectations.
- Oversaw user acceptance testing (UAT) to ensure quality deliverables.
- Provided insights on project design and feasibility to enhance outcomes.

EDUCATION

Master of Business Administration

University of California

Feb / 2012-Feb / 2015
Toronto, ON

Specialized in Project Management and Digital Strategy.

SKILLS

Reporting Skills



Agile Coaching



Wireframing



Prototyping



ACHIEVEMENTS

- Successfully led a digital transformation project that increased user engagement by 35%.
- Implemented agile methodologies that reduced project delivery time by 20%.
- Coordinated the launch of a new e-commerce platform that generated \$1M in revenue within the first quarter.