



BENJAMIN LEE

Freelance Project Manager

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Los Angeles

www.qwikresume.com

PROFESSIONAL SUMMARY

Innovative Freelance Project Manager with 2 years of experience in driving projects from inception to successful execution. Proficient in managing cross-functional teams, optimizing resources, and adhering to tight deadlines. Eager to utilize my strategic planning and problem-solving skills to enhance project delivery and client satisfaction in a freelance environment.

WORK EXPERIENCE

Freelance Project Manager

Feb / 2024-Ongoing

Pineapple Enterprises

Santa Monica, CA

- Coordinated the creation and launch of online courses, ensuring alignment with educational standards.
- Completed projects within a strict 18-month timeline while managing multiple stakeholders.
- Reviewed and refined course content prior to vendor production, ensuring quality and accuracy.
- Oversaw off-shore teams, validating their work and ensuring adherence to project specifications.
- Conducted quality assurance testing on online courses, identifying and rectifying issues prior to launch.
- Aggregated feedback from authors and editors to implement necessary revisions efficiently.
- Utilized project management tools to track progress and communicate updates to stakeholders.

Freelance Project Manager

Feb / 2023-Feb / 2024

Cactus Creek Solutions

Phoenix, AZ

- Facilitated collaboration among authors, permissions specialists, and instructional designers to ensure project success.
- Reported directly to the Vice President of Marketing, providing updates on project milestones.
- Managed the logistics for the James Skinner Baking Company at key industry trade shows.
- Oversaw the design and on-site setup of a 600 square foot exhibit for marketing events.
- Engaged with high-profile clients, including ALPO Pet Foods and Tasty Baking Company, to ensure project alignment.
- Directed the planning and execution of conventions, ensuring all aspects were delivered on time and within budget.

EDUCATION

Bachelor of Arts in Business Administration

Feb / 2022 - Feb / 2023

University of California

Denver, CO

Focused on project management, strategic planning, and organizational behavior.

SKILLS

Goal Setting



Mentoring



Coaching



Crisis Management



Emotional Intelligence



Influencing Skills



INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

STRENGTHS

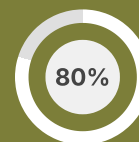
Stewardship

Teamwork

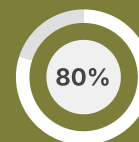
Tenacity

Vision

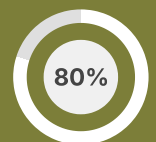
LANGUAGES



English



Italian



Polish

ACHIEVEMENTS

Successfully managed a project that reduced costs by 15% through efficient resource allocation.

Led a team that completed an online course development project 2 months ahead of schedule.