

Ginamarie C. Maritote | Project Manager

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SUMMARY

Resourceful Project Manager with 7+ years of expertise in organizing operations and resource management to achieve smooth flow, and project operations. Led procurement of resources including equipment and supplies. Monitored projects by adhering to production schedule and budget, managing production team, identifying problems and providing targeted solutions.

PROFESSIONAL EXPERIENCE

Project Manager | Pulse Studio | August 2020 – May 2021

- Supervised in-house & freelance, design & programming team to produce successful virtual events, in budget / on schedule.
- Drove the design process through concept statement creation and user experience considerations.
- Managed a team of designers and multiple projects using Asana, Microsoft and Google Suite tools.
- Provided 3D and UI/UX design direction to designers, programmers, and clients.
- Worked directly with clients to manage expectations while streamlining scope of work changes and budget additions.
- Produced project timelines, budgets, and scopes of work for time frames ranging from 2 weeks to 12 weeks.
- Acted as the first point of contact for clients on successful projects ranging from \$8000-\$700,000.

Personal Manager - Exhibit Designer | Core Design Group | Oct 2013 – July 2020

- Collaborated with and led a team of designers to create the best possible end product for clients.
- Implemented the design process, managed my time with a small team of designers, and produced my own work.
- Contributed to the management and creation of social media content.
- Created client engagement by producing short animations in LumenRT and TwinMotion.
- Developed conceptual ideas through sketching and supported approved ideas during the duration of a project.
- Created inspiration and material boards for client use, while integrating them into InDesign or PowerPoint layouts.
- Designed and sold trade show exhibits and corporate interiors using Microstation to produce both 2D and 3D renderings.
- Generated AutoCAD, Sketchup, and 3DS Max Files as well as redlines for estimator and graphic designer use.

Interior Design Assistant | DW Design Workshop | July 2013 – Sep 2013

- Presented design concepts and drawings to clients for approval on a weekly basis.
- Developed photo-realistic renderings in 3DS Max for final client approval.
- Produced AutoCAD Drawings based on professional surveyor notes and personal measurements and notes taken on site.
- Created conceptual renderings based on design ideas and AutoCAD drawings for client visualization.

Teaching Assistant | Philadelphia University | Jan 2013 – May 2013

- Assisted in a freshman level Design II course by teaching basic scale and drafting techniques.
- Introduced color scheme and human behavior concepts and selection of furniture, fixtures, and equipment (FF & E).
- Provided students with presentation and project management insight.
- Critiqued semester long projects in freshman and sophomore courses.
- Acted as a resource to students outside of the classroom to assist with FF & E selections and software troubleshooting.

EDUCATION	SOFTWARE		CORE PROFICIENCIES	
Bachelors of Science Interior Design Philadelphia University 2009 - 2013	Asana Microstation AutoCAD Sketchup TwinMotion 3DS Max	Indesign Illustrator Photoshop Google Suite Microsoft Suite	Project Management Project Organization Social Media Interaction Cross Team Collaboration Material & Finish Selection Conceptual Design	3D Modeling Sketching Problem Solving Teaching Client Interaction Team Leadership

ADDITIONAL PORTFOLIO SAMPLES AND REFERENCES AVAILABLE UPON REQUEST