




CONTACT

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SKILLS SUMMARY

Project Management

Creative Mindset

Strategic Systems Creator

Proud Owner Of A Large
Sense of Humor

Almost Fearless Networker


Detail Oriented with a Big
Picture Mindset

Clear Communicator


Active Listener

Passionate, Optimistic.
Practical Attitude Owner

FUN FACTS

 Can get along, talk to and get to know anyone on a deeper level in a short period of time

 Budget and Sustainability
Travel Magician

 Have technically lived in all 51 states of the US (DC included)

 Master of Hide and Seek since 2013

LUKCY CHARMS

EXPERIENCE

Project Manager, Online Business Manager

Freelance | August 2015 - present

- Conducted day-to-day strategic project coordination, planning, and implementation across multiple software platforms: Convertkit, Monday, Trello, Ontraport, Squarespace, WordPress, Hootsuite, etc.
- Did copywriting, ghost writing, creating and editing copy for various areas including social media, sales emails, sales pages, customer service emails and response templates
- Created the application + application process, reviewed the applicants, interviewed then helped hire a growing team, then onboarded and trained them for their new role while maintaining my own projects
- Brainstormed new ideas for content, systems and programs, and developed strategic ways to adapt to ever shifting changes within the client's world
- Managed complex projects from start to finish while coordinating with team members for successful & timely outcomes
- Entrepreneurial, startup mindset and work ethic: flexibility, adaptability, future thinking problem solving in an ever changing environment
- Strategized on next programs in the creation stages, then executed plans to fully launch programs from start to finish
- Created and maintained trigger campaigns for 20+ launches and programs

Singer, Songwriter, Coordinator, Adventurer

My Fellow Travelers | 2019 - present

- Strategically created a year long route with weather, seasons, prices of traveling - gas, food, city by city costs - all in mind
- Successfully reached out to, found, convinced and coordinated with 51+ strangers on a daily basis to create, write, rehearse and record an original song from scratch with a someone they didn't know at all - me
- Worked 14+ hr days for 51 weeks while living in my car or couch surfing, talking everyone ranging from baristas to bartenders to find musicians to create with, maintained social media presence, and financially supported myself the entire time

Interviewer and Writer

Torre, Bunny Studio | 2015 - 2021

- Created the interview questions, writing and collaborative communication process
- Interviewed, gained trust and got to know strangers on a deep level within an hour
- Took the interview notes, impressions, gleamings and creatively captured a person's essence and accomplishments in an article that made each individual shine and feel seen via writing