

# Secret Bridgewater, PMP

Arlington, TX (Open to Remote / EST Hours)

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## Summary

Client-focused Project Manager with 8+ years of experience owning projects end-to-end, coordinating cross-functional teams, and managing complex, deadline-driven work. PMP-certified with strong attention to detail, clear communication skills, and a proactive approach to keeping projects moving. Experienced translating complex requirements into actionable plans and supporting client success through structured execution.

## Core Skills

Project Lifecycle Management  
Client & Stakeholder Communication  
Task Planning & Delegation  
Deadline & Risk Management  
Process & Documentation Management  
Excel Data Organization & Reporting  
Cross-Functional Team Coordination  
CRM & Internal Systems Support  
Remote & Distributed Team Collaboration

## Professional Experience

### Project Manager (Contract)

Rose Neal Collective | Los Angeles, CA 2019 – Nov 2025

- Owned multiple client projects from kickoff through completion, ensuring timelines, deliverables, and quality standards were met.
- Managed detailed project plans, tracked tasks and deadlines, and coordinated work across internal teams, vendors, and partners.
- Provided regular project updates to stakeholders, proactively identifying risks, gaps, and next steps to maintain momentum.
- Translated complex project requirements into clear internal actions and documentation.
- Maintained accurate records, reporting, and project documentation to support accountability and close-out.

### Marketing Manager (Contract)

Lone Star Yamaha Husqvarna | Irving, TX Nov 2022 – Feb 2024

- Managed concurrent initiatives with tight timelines and multiple stakeholders.
- Tracked project details, deliverables, and outcomes using Excel and internal tools.
- Supported leadership with reporting, documentation, and execution follow-through.

### **Campaign Project Lead**

Studio 21 Salons | Dallas–Fort Worth, TX  
2020 – 2023

- Led delivery of multi-step projects requiring coordination across teams and vendors.
- Ensured clear communication, task ownership, and deadline adherence.
- Maintained detailed documentation and status updates throughout the project lifecycle.

### **Project Lead (Volunteer)**

Soul2Soul Nonprofit | Grand Prairie, TX  
2021 – Present

- Coordinate complex, deadline-driven initiatives involving multiple stakeholders.
- Track tasks, timelines, and outcomes to ensure successful execution and follow-through.

### **Education**

Bachelor of Arts in Public Relations  
Minor in Marketing

### **Certifications**

Project Management Professional (PMP)

### **Tools & Technology**

Microsoft Excel (data organization, tracking, reporting)  
Microsoft Word, PowerPoint, Outlook  
CRM systems (Salesforce exposure)  
Asana, Trello, ClickUp  
Google Workspace  
Slack, Zoom