

Lindsey Oswalt

Project Manager

Pittsburgh, PA 15212

lindseyoswalt@gmail.com

+1 724 422 0735

Experienced Project manager with a graphic design background. My strong communication skills from years of customer service experience and creative problem solving skills from my creative background are some of my best attributes.

Authorized to work in the US for any employer

Work Experience

Consulting Project Manager

Corazon, INC. - Pittsburgh, PA

January 2022 to Present

- Processing new clients
- Updating all new and relevant information in a CRM
- Internal scheduling
- External scheduling
- Report formatting
- Running reports both monthly and weekly
- Creation, management, notification, and downloads from file sharing program
- Collecting and checking time sheets
- Phone coverage
- Drive management
- Updating intranet wiki
- Meeting minutes
- Process and policy writing
- Customer Service
- Lead generation
- Research
- Project time line creation and management
- Project profitability management
- keeping a good rapport with clients
- responsibility for client sign off on important documents
- assisting the sales team as needed
- providing timely written communications throughout the project to the client and team
- maintaining accurate and standardized records

Consulanting Coordinator

Corazon, INC - Pittsburgh, PA

January 2021 to January 2022

- Processing new clients
- Updating all new and relevant information in Microsoft Dynamics CRM

- Internal scheduling
- External scheduling
- Client reports
- CEO Formatting
- Running reports both monthly and weekly
- Creation, management, notification, and downloads from file sharing program
- Collecting and checking time sheets
- Phone coverage
- Drive management
- Updating intranet wiki

Cleaning Assistant

Oswalt Cleaning - Pittsburgh, PA
October 2019 to January 2021

- Customer Service
- Cleaning clients homes in a timely manner
- Collected payments

Office Assistant

Creative Minds Learning Center, LLC - Castle Shannon, PA
June 2019 to October 2019

- Admissions paperwork
- keeping all client files and documents up to date with state regulations
- gives tours of facility based on clients care needs
- prepares all documentation and facility for state inspections
- conducts interviews and hires employees
- actively communicates to parents in a professional manner
- schedules meetings for director and assistant director
- keeps inventory and restocks supplies
- coordinates events
- assists in staff scheduling
- performs ratio counts
- answers phone calls and takes messages
- assist new clients with enrollment process
- collects and deposits tuition checks
- processing mail
- keeps center clean
- subs for teachers when needed.

Project Sale Coordinator

Forms and Surfaces - Allison Park, PA
September 2017 to July 2019

- Identifying providing client needs
- keeping a good rapport with clients
- responsibility for client sign off on important documents
- reviewing plans and product specifications
- coordinating and managing project tasks
- assisting the sales team

- providing timely written communications throughout the project to the client and team
- contractors and project team
- managing the change order process
- managing manufacturing remakes and troubleshooting process
- tracking orders to completion
- maintaining accurate and standardized order records
- interfacing with the factory and fabrication to establish shipping schedules and special instructions
- reviewing ship dates to ensure project timelines are met
- prep orders for sales, following up with customers via email and phone
- manage web orders work with 50+ projects a month that range from \$20 - \$10,000 in production
- collected purchase orders and invoiced larger dollar amounts
- scheduling and managing 1-6 designers.

Graphic Designer

Forms and Surfaces - Allison Park, PA
November 2016 to September 2017

- Designing client needs
- preparing projects for production
- client relations
- construction drawings
- helping with production of projects
- outreach signage for the community
- vinyl for doors to outdoor signage
- in the moment problem solving for clients and members of the sales team
- created ADA complaint Wayfinding packages and short orders created for clients including: Hilton, Marriott, Custom Hotel Properties, UMPC, & Allegheny Health Network
- warehouse experience in quality control and assembly of projects
- created construction drawings using CAD tools
- sorting and release projects for production.
- Promoted to Project Coordinator in 11 months.

Education

Bachelor's Degree in Fine Arts in Fine Arts

The Art Institute of Pittsburgh - Pittsburgh, PA
May 2012

Skills

- Excel
- Photoshop
- Quickbooks
- Project Management
- Adobe Creative Suite
- CAD

- Office experience
- Graphic Design
- Adobe Illustrator
- Typography
- Adobe InDesign
- Photography
- Layout Design
- Branding
- Microsoft Excel
- Microsoft Word
- Customer service
- Microsoft Office
- Adobe Acrobat

Additional Information

Skills

- Adobe Creative Suite
- Microsoft Office Suite
- Google Suite
- Print Production
- Time Management
- Customer Service
- Fast Learner
- Delegation
- Typography
- Photography
- Scheduling
- Interviewing
- Vendor Management
- Administrative Responsibilities.
- Microsoft Dynamics CRM