

ASYA MANTEY

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EXPERIENCE

PROJECT MANAGER

OCTOBER 2022 - PRESENT | [SOZE](#) | [REMOTE](#) | [CLIENTS: WELCOME.US, WARNER MUSIC GROUP, THE AD COUNCIL](#)

- Manage Welcome.US, Welcome Corps, and Seize the Awkward social media accounts. Lead weekly intake meetings and brainstorm to facilitate client requests; track all upcoming productions, internal and external reviews, and deadlines.
- Build out content timeline and calendars; create content in coordination with the Sr. Manager of Digital, Associate Creative Director, and graphic designers. Keep calendars and pipelines up-to-date.
- Create weekly social media metrics report for Twitter, Facebook, Instagram, and LinkedIn accounts. Track engagement rate, impressions, and shares of top posts, age, gender, and top cities of followers, and more.
- Develop and facilitate the video production process. Develop timeline, deliver progress updates to client and team leads, and assist in the review process. Keep production to schedule and ensure deliverables meet all client needs.

PROJECT COORDINATOR & GRAPHIC DESIGNER

MAY 2020 - SEPTEMBER 2022 | [DIVERSITYWEALTH](#) | [REMOTE](#) | [CLIENTS: CITY OF COPPELL, TCMA, FDA](#)

- Instituted DiversityWealth's virtual programming approach, building the process for presentation development, marketing with Mailchip, program rollouts, and attendee follow-up. Designed the website and kept it up to date.
- Defined, organized, prioritized, and assigned tasks to team members using Trello. Diagnosed and problem-solved issues, and provided relevant resources to colleagues.
- Collaborated with leadership, teammates, and clients to develop clear expectations, resource budgeting, and project timelines.

PROJECT MANAGER

FEBRUARY 2020 - MAY 2020 | [EYECON VIDEO PRODUCTIONS](#) | [IN-OFFICE](#)

- Met with clients and leadership to discuss final delivery expectations and deadlines; compiled weekly project goals into prioritized tasks, organized and distributed in Asana.
- Supported team members by clarifying needs and asks while checking in on progress.

SKILLS

PROJECT MANAGEMENT

ADVANCED People Management, Documentation, Organization, Problem Solving, Task Prioritization, Designation, Client Relations
FAMILIARITY WITH Agile/Scrum, Process Improvement

TOOLS

MANAGEMENT SOFTWARE

ADVANCED Asana | Trello | Google Drive | Canvas | Zoom | MS Excel | Mailchimp
FAMILIARITY WITH Jira | TeamGantt

CREATIVE SOFTWARE

ADVANCED Photoshop | Wacom Tablet | Sketchbook | MS Office | MS Powerpoint | MS Publisher | Squarespace | Wix
INTERMEDIATE Illustrator | Flash | Premiere
FAMILIARITY WITH Maya | Nuke | Sketch Up | After Effects

PROJECTS

DARE TO LEAD™ TRAINING FACILITATION

Project Coordinator & Technical Assistant

COHORTS 1-3 / 2020-2021 | [DIVERSITYWEALTH](#)

- Edited and designed templates for the SOW, schedule, newsletters, powerpoints, webpages, and LMS.
- Created and managed documents including the roster, invoices, bookkeeping, and post-mortem surveys.
- Provided support in virtual sessions and managed student requests and needs in and out of class.
- On boarded contractors and trained them on company policies and procedures.

EDUCATION

BACHELOR OF ARTS, ARTS & TECHNOLOGY

UNIVERSITY OF TEXAS AT DALLAS

Graduated Magna Cum Laude | Dean's List: Fall 2014, Spring 2015

AUGUST 2012 - MAY 2016 | RICHARDSON, TEXAS

STUDY ABROAD, FINE ART

UNIVERSITY OF THE ARTS LONDON

SPRING & SUMMER TERM, 2014 | LONDON, UK