



MARIE [Redacted]

Senior Website Project Manager

Portfolio

[Redacted]

Contact

[Redacted]

[Redacted]

[Redacted]

Education

● Bachelor of Science in Accounting Technology

[Redacted]
2017-2018

● Bachelor of Science in Accountancy

[Redacted]
2010-2013

With my years of experience as a Website Project Manager and client engagement specialist, I've had the privilege of helping clients bring their visions to life in the digital world. My journey has been shaped by a passion for creating authentic connections strategic social media campaigns and seamless website management.

Throughout my career, I've learned that success isn't just measured by metrics or deliverables, but by the relationships built and the trust earned along the way. I take pride in understanding each client's unique needs, guiding them through every step, and ensuring that their digital presence reflects their core values.

For me, it's not just about managing projects—it's about making a lasting impact. Every campaign, every website, every interaction is a chance to help others grow, succeed, and tell their story in a way that resonates with their audience. I am dedicated to providing thoughtful, effective solutions that bring both measurable results and meaningful connections.

Skills & Expertise

Website Project Management

- Visual Content Placement and Layout Design
- Color Scheme and Branding Consistency
- Navigation and Usability Optimization

Social Media Management

- Creating and managing content calendars
- Paid advertising management
- Audience engagement and response management

Project Coordination

- Task and Time Management
- Collaboration and Communication
- Use of Project Management Tools (Asana, Trello, or Monday.com to track project progress)

Customer Engagement Specialist

- Communication Skills
- Problem-Solving Abilities
- Customer Relationship Management
- Data Analysis and Feedback Utilization
- Conflict Resolution

Shopify Store Management

- Inventory and Product Management
- Order Fulfillment and Customer Service
- Sales and Marketing Strategy

Graphic Design

- Creating and managing content calendars
- Paid advertising management
- Audience engagement and response management

Work History

● Senior Website Project Manager



Sept. 2020- October. 2024

- Assisting our clients through the website production process until their website is launched.
- Serve as the main point of contact for clients, providing regular updates and addressing concerns.
- Translate project requirements into comprehensive site maps and wireframes.
- Reporting the progress of projects to clients on a regular basis.
- Customize homepage designs using WordPress.
- Assist in tracking web project issues and drive their resolution.
- Creating project status reports and deliver status updates to clients and managers.
- Proactively make suggestions to clients on how to improve their online presence through industry best practices.
- Coming up with not just aesthetically pleasing designs, but also designs that are functional and user friendly
- Keeping up to date with current design trends – primarily in web design, but also in other fields as well
- Maintaining excellent customer relationship.
- Determining what our clients' goals are and provide expert advice on how clients can achieve these goals.
- Provide constructive feedback and guidance to refine designs.
- Anticipating errors in the projects prior to clients calling customer support or sales.

● Shopify Website Administrator

Oct. 2018 - Sept 2020



- Managing site development and updates for the e-commerce side of the business, working with co-workers to collect necessary content to use for each product or service offering, and ensuring that the brand message and goals align with the rest of the company. Responsible for
- understanding customer requirements and planning the implementation of appropriate electronic commerce solutions by interacting with other Web and offline professionals, with embedded systems management, merchants, payment gateways, and third parties. Empowering and
- responding to all clients' concerns and inquiries around the world through live chats, phone calls, and emails.

● Customer & Technical Support

July 2016- Sept 2018



- Identifying customers communication and requirements and suggesting satisfying product and service needs.
- Offering alternative solutions where appropriate with the objective of retaining customers' and clients' business.
- Accompanying customers regarding their log Complaints thru Microsoft softwares.