

First Lastname

City, State
email@example.com
(123) 456-7890
portfolio-link.com

Professional Summary

Creative Project Supervisor with X+ years leading cross-functional teams and managing multi-platform creative projects from concept through delivery. Skilled at strategic planning, resource allocation, stakeholder communication, and fostering innovative environments to produce high-impact results.

Core Competencies

- Creative Team Leadership
- Project Lifecycle Management
- Budgeting & Resource Planning
- Client & Stakeholder Relations
- Brand Strategy
- Cross-functional Collaboration
- Quality Assurance
- Agile & Waterfall Methodologies
- Risk Assessment & Problem-Solving
- Digital & Print Campaigns

Professional Experience

Lead Creative Project Supervisor Company Name, Location Month YYYY – Present

- Supervised a team of graphic designers, copywriters, and developers on multiple concurrent creative projects for Fortune 500 clients.
- Managed timelines, budgets, and resource allocation for over X high-profile campaigns annually.
- Facilitated creative briefs, brainstorming sessions, and project kick-offs to align vision across departments.

Creative Project Coordinator Previous Company, Location Month YYYY – Month YYYY

- Supported project planning and delivery of digital and print media assets.
- Tracked project progress using project management tools; ensured deliverables met quality standards.
- Coordinated communications between internal teams and external vendors.

Education

Bachelor of Arts in Design/Communications/Related Field

University Name, Location — Year

Certifications

- Project Management Professional (PMP)
- Certified ScrumMaster (CSM)
- Adobe Creative Suite Certification

Technical Skills

- Adobe Creative Cloud
- Project Management Tools (Asana, Trello, Jira, etc.)
- MS Office / Google Workspace
- Basic HTML/CSS

References

Available upon request.

