

# Carolina Paulino

**Project Manager** with 13+ years of experience managing portfolios valuing over \$350K, with a track record of timely software development project delivery, collaborating with a cross-functional team of 10+, and fostering client relationships. A creative with a passion for structure & organization. **Actively pursuing PMP certification.**

## CONTACT

[carolina.paulino@outlook.com](mailto:carolina.paulino@outlook.com)

(914) 573 3161

Philadelphia Metro Area

[Linkedin.com/in/carolinapaulino](https://www.linkedin.com/in/carolinapaulino)

## PLATFORM PROFICIENCY

Jira | Smartsheet | Salesforce | Slack

Confluence | ClickUp | Asana

MailChimp | Shopify | Pardot

HubSpot | Microsoft Office Suite

## CORE STRENGTHS

- Agile Project Delivery
- Servant Leadership
- Budget & Timeline Management
- Creative Thinking
- Organization for Impact
- Analytical Skills
- Stakeholder Management

## EDUCATION

**Bachelor of Business Administration**

Baruch College, CUNY

**Associate in Science, International Business**

Westchester Community College

## Industry Familiarity

- Marketing
- Commercial & Residential Services
- Higher Education
- E-Commerce
- Non-Profit
- Manufacturing

## PROFESSIONAL EXPERIENCE

**Project Manager | Charity Dynamics, Remote | Jan 2023 - Jan 2024**

- Launched 4+ simultaneous projects - ranging from fundraising event website modernization, HTML email campaign series, adding user functionality and migrating fundraising core events to a new platform - across multiple clients with overlapping timelines and resources
- Directed software development lifecycle using Jira as the main software development tool resulting in consistent release and task tracking
- Stakeholder management to ensure goal alignment, clear communication about budget management, and high-level vision. Served as the main point of contact for project knowledge

**Project & Implementation Manager | Think it First, Remote | Oct 2020 - Jan 2023**

- Project Highlights: New Website Build - Specs included the ability to run many high-resolution images, extensive product filtering functionality, and compatibility with the e-commerce tracking structure. New Website Series - The Main website outlined the key functionality foundation, the next website in the series included new branding, design elements, and content structure
- Executed simultaneous software development projects ranging from \$5K-\$130K. This included managing resources across multiple projects, conducting standup meetings, vetting the quality of deliverables, and stakeholder communication

**Operations Manager | ROAR for Good, Philadelphia, PA | Oct 2019 - Aug 2020**

- Planned and monitored the installation of personal safety trackers in over 6 Marriott Villas, approximately 270 rooms while ensuring detailed communication with property management and project success
- Strategized enhancements to operational processes, improving overall efficiency

**Communications Director | Indoor Environmental Solutions, Bronx, NY**

**May 2006 - Oct 2019**

- Promoted from Office Manager to Operations Manager, and then to Communications Director based on successfully restructuring departments, resulting in office staff efficiency and reduced project costs
- Supervised a team of 10+ in completing service projects while complying with industry standards
- Modernized accounting and marketing procedures, enhancing overall operational efficiency

**Co-founder and Creativity Leader | The North Fork Box, East Marion, NY**

**March 2017 - Oct 2019**

- Developed branding for a hyper-local subscription box company including logo design, website, print materials, and photography for social media profiles.
- Created email automation marketing strategy and campaigns
- Vendor procurement and cultivating relationships