

PMP®

Catalina Valdez García

Cel. +52 1 811 611 0431

Email. catalinavg00@gmail.com

Skype. creativoslibres.mx



mexican



project
manager



web
designer

I am a passionate person for my work who likes to have challenges. My two great passions are project management and web design.

Graduated with Master in Graphic Design from the University of Monterrey and PMP® certified Project Manager Professional by the PMI.

Currently working as Project Manager in web projects. For most of my experience I have worked with Wordpress Sites (from creating templates from scratch to customizing purchased templates). Most of the projects I have worked them with coordinating teams of designers, developers and copy writers.

Working with teams is something I enjoy to do, since everyone provides their own knowledge to create a great project outcome. Part of my knowledge is thanks to these type of project collaboration and management and part of self-learning when crossing through hard times.



Work Experience

2015 - present

AMS Media - eLearning, apps and videogames

Project Manager

Coordinate production team from planning to closing. The team involves designers, developers, communication and marketing people, as well various external stakeholders that participate in the projects (some of them in other countries).

Some of the activities developed as PM were:

- Monitor and Control tasks assignments and report weekly to directors projects performance .
- Meet with clients to collect requirements, define scope, schedule and budget.
- Handle direct communication with clients and facilitate information to the project team.
- Validate scope and verify quality of deliverables
- Advice clients about possible solutions for specific project needs.
- Collaborate with directors to achieve company's goals.
- Manage team of 11 team members.
- Have a direct and healthy relationship with team members to assure a good performance supported by honest feedback, confidence and motivation.

2014 - present

Universidad de Monterrey

Design Teacher

Teacher for university course "Web sites design" . The course is taken by designers, architects and engineers.

2011 - 2015

HOLD Asociados - Web Marketing Agency

Project Manager

Worked with operation and project teams to verify that each area is working according to the defined strategy.

90% of the projects managed were Wordpress Websites. The designers created the templates, the developers integrated the design with Wordpress and the copy writers worked the content of the website. During the planning and execution of the project it was necessary to have knowledge of the Wordpress platform to assure which was the best way to produce the website and make accurate decisions (for example: purchase plugins, purchase or create template, manual or automatic content upload).

After closing the project, the client passed to ongoing operation which included website maintenance and marketing web.

Some of the activities developed as PM were:

- Monitor and Control tasks assignments and report monthly to directors projects performance and operation performance (including time sheets from all members and budget).
 - Support sales people to define quote for clients which included: Collect requirements, define scope, schedule and budget.
 - Analysis and continuous process improvement
 - Support Account Management
 - Coordinate operation flow
 - Verify strategies implemented for clients
 - Handle direct communication with clients and facilitate information to the project team.
 - Validate scope and verify quality of deliverables
 - Advice clients about possible solutions for specific project needs.
 - Collaborate with directors to achieve company's goals.
 - Manage teams from 4 to 12 team members.
 - Have a direct and healthy relationship with team members to assure a good performance supported by honest feedback, confidence and motivation.
 - Recruit and interview new team members depending on the project needs.
-

2009 - 2011

HOLD Asociados - Web Marketing Agency

Graphic Designer

Web design for websites, social media, emailing and other web applications

2008 - 2009

Freestyle

Graphic Designer

Designs required to promote events (concerts).
Designs required for internal communication
Administration and negotiation with suppliers



PM Education

2016

PMP®, Project Manager

Certification by the PMI®.

2015

PMI Courses

PMI1-PMP-3T26

Introduction to Project Management

2015

PMI Membership

Member of PMI Chapter Nuevo León, México



Skills



**Project
Management**



**Soft
Skills**



**Graphic
Design**



**Web
Design**



Wordpress



**Marketing
Web**



Organizations

2013 - 2015

Ciudad de los Niños

Monetary

2013

2gether International

Website Design

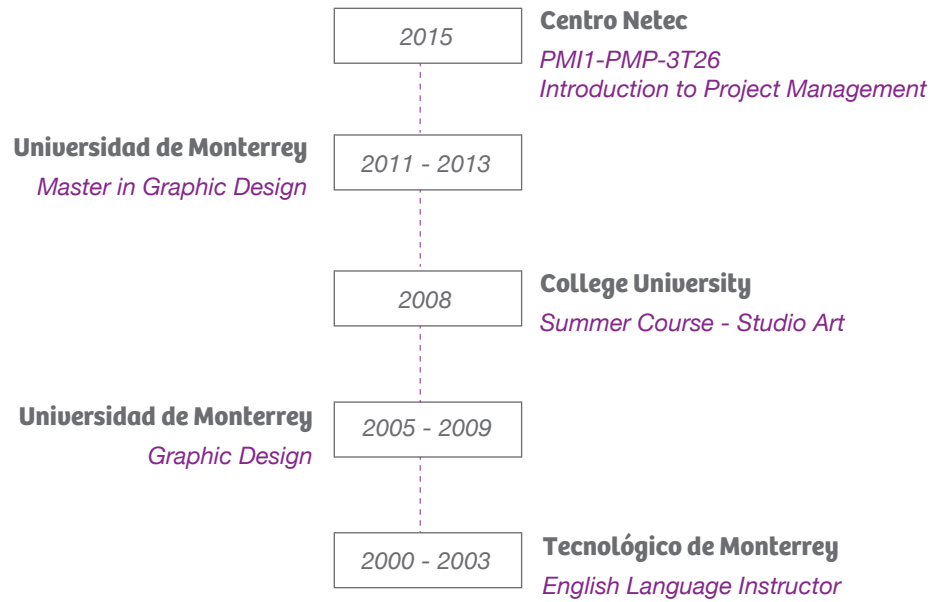
2010

Dr. Sonrisas

Website Design



Education



Languages

Spanish	<i>100%</i>
----------------	-------------

English	<i>100%</i>
----------------	-------------

French	<i>25%</i>
---------------	------------



Clients

