

# Geoffrey Lee

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Highly adaptive cross-functional organizational leader, connection builder, communicator, and problem-solver with a background proven to achieve goals through insightful and efficient project management. Frequently tasked with saving projects, interacting with key stakeholders, and defining OKRs.

## Professional Experience

### Project Manager / Consultant / SME

Geoffrey Doman                      Portland, OR                      2013 - present

- Created a market research app that leverages AI engines to correlate scientific studies resulting in new insights into competitive value, consumer demography, and market penetration points
- Logistical workflow design, overall efficacy consulting of art production and deployment
- IT project manager, consultant, and web developer

### Program Manager

PWS, LLC                                      Portland, OR                                      2019 - 2022

- Developed a cloud CRM application, optimizing all transactional processes; improving data quality, user experience, and customer interaction by 30%
- Increased profitability by 15% by streamlining physical and technical logistics, creating a new sales division, and developing new services
- Created client inventory software, resulting in a 70% improvement in all features of asset management and workflow
- Forged new partnerships with industry leaders, resulting in \$150K in annual sales, significantly improving competitive performance
- Managed import/export and fulfillment logistics for ~\$19M annually in client assets by providing supply chain solutions, driving technology development, negotiating vendor relationships, leveraging emerging opportunities, strategic solution ideation, and change management
- Developed and managed primary stakeholder relationships by actively listening and aligning with goals while shaping projects and programs to facilitate optimal outcomes

### Program Manager

DWGD, LLC                                      New York, NY                                      2012 - 2013

- Led the development of a bar and restaurant in Downtown NYC through start-up phase; including team building and management, contracted services, proposals, and operating logistics
- Reduced cost by 15% as creative and technical SME. Producing assets while leading teams responsible for construction, fabrication and actualization of exterior signage, interior fixtures, hardware and software application, configuration, testing, and training
- Developed end-to-end workflow process, procurement plans, and execution for goods and services resulting in strategic partnerships and product & budget efficacy
- Devised plans and coordinated resources across all activities with particular focus on contracted vendors, staff management, stakeholder development, and event management

## Education

University of Massachusetts, Amherst

## Certifications

Google Project Management  
Google Data Analytics  
Google Business Intelligence

## Core Competencies

Agile    Budgeting & procurement  
Communication    Data Analysis    Project Management    Project scoping & planning  
Workflow Design    Risk Management

## Skills

Active Listening    Collaboration    Conflict Resolution    Change Management    Logistics Management    Supply Chain Management  
Writing    Data Management    Digital Asset Management    UI/UX

## Technical Proficiency

Adobe Suite    Asana    Coda    Google Cloud  
HTML/CSS3    MS Office    R programming  
SQL    Tableau

## Key Achievements

### ❖ New Business Development

As an SME and Product Owner, revenue targets were exceeded while simultaneously innovating inventory management systems. Forged new client and business relationships leading to a 15% increase in gross revenue at PWS while directly managing over \$10M in client assets.

### ❖ Saved Project and Improved Quality

UI/UX and IT skills were applied when developing a CRM in Rust designed for cross-functional integration. Data management and a reliable, intuitive software experience were critical iterations in a predominantly Agile workflow.

### ❖ Owner - Custom Fabrication Studio

Head designer and operator of a studio in NYC, manufacturing blown glass objects. Worked with NYU intern program teaching art students design and sculpture techniques. Navigated strict licensing, permitting, and legal adherence. Planned and executed employee handbooks and manuals, manufacturing capacity, quality control, material sourcing, and supply chain forecasting.