

Emily Igawa

PROJECT MANAGER



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SKILLS

Budgeting ●●●●○
Creative Briefs ●●●●●
Organization ●●●●●
Presentation ●●●●●
Project Management ●●●●○

SOFTWARE

Adobe Creative Suite ●●●●○
Airtable ●●○○○
Microsoft Excel ●●●○○
Microsoft Word ●●●●●
Miro ●●●●○
Smartsheets ●●●●○

EDUCATION

Bachelor of Arts in Digital Technology and Culture,
Creative Media & Digital Culture,
Washington State University,
Vancouver, WA. 2014.
Focus in multimedia authoring.

ADDITIONAL EXPERIENCE

Phi Rho Pi Speech and Debate,
American Forensic Association,
2003-2004
National bronze award finalist
in impromptu, extemporaneous,
and informative speaking.

PROFESSIONAL SNAPSHOT

Communication-focused professional with over 10 years of experience in multimedia design across channels, prepress and production workflows, account management for a national retailer, and operations manager for design teams. Seeking a position that leverages my organization skills and research super power to a team.

PROFESSIONAL EXPERIENCE

2022–PRESENT DESIGN OPERATIONS MANAGER AT NIKE RUSSELL TOBIN. BEAVERTON, OR

- Advised on design-related dates and gathered input from Directors to reduce seasonal work overlap; organized check points to keep projects on track.
- Scheduled design owned meetings with business partners across nine functions.
- Created email templates to standardize file deliveries.
- Consolidated meetings to maximize discussion and assess productions risks earlier in development.

2021–2022 PROJECT MANAGER OF NIKE LIVE ACCOUNT CULMINATE. PORTLAND, OR

- Coordinated design project requests; acted as primary point of contact and intermediary between client stakeholders, designers, and production teams.
- Generated work back schedules and managed budgets up to \$300,000 for national graphic roll-outs across 27 retail locations.
- Successfully launched over 65 projects in first year as Account Manager, working across 12 teams and balancing up to six open projects simultaneously.

2016–2021 GRAPHIC & PRODUCTION DESIGNER OF NIKE DTC PROJECTS CULMINATE. PORTLAND, OR

- Lead design projects and assigned supporting tasks to fellow designers, mindful of production deadlines.

2015–2016 JUNIOR GRAPHIC DESIGNER OF INTERNAL MARKETING TEAM HAWES FINANCIAL GROUP. VANCOUVER, WA

- Participated in development of marketing plans and creation of supporting graphics.

2013–2015 MARKETING SPECIALIST FOR COUVAPALOOZA MUSIC FESTIVAL VISTA FINANCIAL PLANNING GROUP, LLC. VANCOUVER, WA

- Collaborated with musical artist managers, corporate sponsors, festival organizers, and fundraiser recipients for development of event's marketing materials.