

# Noah Edmunds

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## SUMMARY

I am an experienced project manager interested in content production, advertising, and e-commerce, with a proven track record in coordinating project components to ensure a smooth execution of production requirements. With strong cross-functional collaboration skills, I excel in managing people, processes, and product to meet SLAs and drive performance results. My ambition is to contribute to top-tier production environments by enhancing on-set processes and operational efficiency.

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## EXPERIENCE

### Project Lead - UX Research & Design

True Change Solutions

July 2024 - Present, Vancouver, Canada

- Leading the research and design of product concepts for a \$500K consulting project in talent management.
- Coordinating with cross-functional teams to track the completion of visual assets and ensure timely project delivery according to established guidelines.
- Utilizing Smartsheets and Microsoft Office to monitor project status, provide updates, and escalate issues impacting scope, prioritization, and resource allocation.

### Project Manager - Campaign Production

Inform Interiors

July 2024 - Present, Vancouver, Canada

- Leading the production of a visual campaign, ensuring smooth execution of photoshoot requirements and adherence to brand standards.
- Collaborating with social media managers to source content and photographers to prepare goods for shoots.
- Tracking performance using monitoring tools to ensure KPI's are met.

### Project Manager - Campaign Production

Neighbour Clothing

May 2023 - August 2023, Vancouver, Canada

- Led on-set coordination for a marketing campaign, ensuring seamless execution and completion of daily photoshoot tasks.
- Coordinated with stylists to prepare looks and ensure proper garment handling, following care standards.
- Managed post-shoot components relating to photo treatment and campaign branding.

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## EDUCATION

### Bachelor of Political Science

McGill University • Montreal, Canada • 2024

- Minor in International Development.

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## INVOLVEMENT

### Vice President of Advertising

McGill University • Photography Students Society • October 2023 - April 2024

- Spearheaded promotional campaigns, ensuring proper preparation of materials and managing production timelines.
- Reported on campaign status to club president and monitored issues impacting event success and club awareness.
- Directed an advertising campaign for a club event, achieving an 83% conversion rate out of total audience reached.

### Editorial Designer

McGill University • Photography Students Society • October 2023 - April 2024

- Led coordination for magazine layout and design, ensuring content was relevant to club design standards.
- Worked alongside photographers, graphic designers, and artists to source and integrate visual and written content seamlessly.
- Produced a visually compelling magazine "teaser" that led to a 10% increase in club engagement on social media.

### Managing Editor

McGill University • Policy Association Journal • October 2022 - October 2023

- Managed editorial processes, tracking performance and providing updates on publication status.
- Worked with team members to improve research and publication processes, and enhance content quality.
- Directed a team of 10 writers and editors to produce high-quality content, achieving a 5% increase in readership across the semester.

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## SKILLS

- English (native), French (professional proficiency).
- Proficient in Figma, Photoshop, Microsoft Office.
- Interests: languages, entrepreneurship, graphic design, swimming.
- Currently completing certificates in: Project Management (PMP), UX Design.