

ELENA DISABATO

CREATIVE PROJECT MANAGER | Chicago, IL US | emd@redkimono.com | [LinkedIn](#)

SUMMARY + OBJECTIVE

Multifaceted Creative Project Manager highly skilled in planning, management, and delivery of large phased and individual one-off projects. Cross-functional strategic operations planning and implementation. Agency and in-house creative + marketing [design experience](#) for enterprise, medium and small B2B organizations. Adept at working remotely both independently and collaboratively with clients, executive leadership, project teams, key stakeholders, consultants, and direct reports. Strong budgeting, tracking, reporting, organizational, and written + verbal communication skills. Primary responsibilities include project management and design / production services for creative deliverables, including but not limited to:

- Sales Pitches + Proposals
- Brand Guidelines
- Template Design
- Firm Profiles + B2B Services Case Studies
- Presentations + Pitch Decks
- Brochures / Catalogs / E-Books
- Videos / Storyboards
- Squarespace + WordPress Websites / SEO

Seeking a consistent remote role with a stable organization in any field where my skill set realizes mutual growth. Motivated and ready to learn within a diverse company where flexibility and organization are valued.

PROFESSIONAL EXPERIENCE

CREATIVE PROJECT MANAGER / CREATIVE DESIGNER

RED KIMONO DESIGN, INC. (S-Corp 2021) - remote / contract

09/2020 - Present

Manages and produces multiple simultaneous freelance creative projects for B2B clients

- Develops and tracks phased creative project timelines, tasks and budgets
- Client-facing role enacting direct, transparent communication on project-related scope development
- Provides one-on-one guidance and creative asset development directly with each client
- Incorporates and reports revisions into project iterations, prioritizes workflows, and allocates appropriate resources to achieve organizational goals
- Manages print, digital and video design projects such as presentations (sales and instructional), brand guidelines, graphics, logos, document templates/layout designs, web design/UX, and specialty projects

MARKETING LEAD

APTUS - Chicago, IL US - remote / contract

12/2019 - 09/2020

Directed development and implementation of marketing, PR, and sales projects for 20-person firm with 3 US offices

- Project managed and produced 100+ presentations and proposals for \$200M in construction cost of government and private design projects - 20% win rate during pandemic peak

- Triaged pandemic-related and legacy organizational processes to maximize operational efficiency
- Audited and updated UI/UX, visual and written content for company website via WordPress
- Ideated and executed communications plans for social media and publicity coverage - increased sales and PR opportunities +300%

MARKETING LEAD

A+C ARCHITECTS - remote / direct contract

08/2018 - 04/2019

Conceptualized and created new marketing department to increase revenue 50%; PR + social media for local firm

- Project managed, designed and produced 15 sales presentations and proposals for private local clients via RFP/RFQ responses - 100% win rate, \$10M construction cost
- Designed and implemented corporate re-branding in 4 weeks with brand guidelines, logo design, template designs for all firm collateral, graphic design elements, and photography
- Wireframed, designed, and wrote company website - partnered with developer (launched post-contract)

MARKETING MANAGER / TEAM LEAD

DBHMS - Chicago, IL US - direct hire

02/2016 - 06/2018

Lead internal creative marketing team, executed strategy firmwide across 5 US + 2 international offices

- Project managed and produced all sales and creative marketing efforts concurrently with \$50K annual budget, including 600+ proposals and presentations for +\$500M in construction cost / 65% win rate (35% above Engineering industry average for comparable sales efforts)
- Managed project teams with 20+ consultants and multiple internal stakeholders (C-suite, team leaders)
- Completed company re-branding in 3 months for all marketing materials, 500+ case studies, 50+ resumes
- Social media Corporate Admin / Strategy and implementation / Developed wireframes and scripts for YouTube and LinkedIn video content
- Editorial calendar management and placements for expert professional staff engagements

SENIOR MARKETING COORDINATOR

SMITHGROUP - Chicago, IL US - contract-to-hire in 4 months

08/2012 - 02/2016

Contributed at leadership level designing and managing multiple simultaneous sales and creative projects for 1,000-person firm at 80-person Chicago office, 40+ person internal creative department

- Managed \$100K annual budget for Chicago Marketing team for sales and marketing opportunities
- Created written and visual content for: press releases, case studies, professional resumes, website and blog posts, videos, signage, newsletters, e-blasts, Corporate social media posts (Facebook / Twitter Admin)
- SharePoint content management + UI/UX design
- Project managed, designed, wrote, and produced 1,000+ proposals and presentations for +\$1B construction cost of local, regional, national, and international projects via RFP/RFQ responses - 32% win rate (12% above AEC industry average for comparable sales efforts)
- Executed company re-branding and file / shared drive consolidation from corporate merger across 800+ Chicago marketing materials and sales presentations in 6 months
- Developed corporate-wide training presentations for social media, marketing processes and professional writing strategies

CREATIVE PROJECT MANAGER

WILLIAMS LEA TAG - Chicago, IL US - contract

05/2010 - 05/2012

Managed workflow, \$50K annual budget, and schedules for 6-person creative advertising agency / Client: AT&T

- Internal client-facing role managing 20+ simultaneous digital and print creative projects at various degrees of complexity, including print and digital ads, digital banner ads and e-blasts
- Oversaw and implemented 2 corporate re-branding efforts for all team creative assets
- Managed design and launch of 160-page client intranet site - original wireframe and content

EDUCATION

BACHELOR OF FINE ARTS - ILLUSTRATION (M) / ENGLISH LIT (m) | Syracuse University, 2000
 LEED GREEN ASSOCIATE | U.S. Green Building Council (USGBC) | 2014 - Present

SOFTWARE

PROJECT MANAGEMENT | Asana, Slack, Trello, Microsoft Teams, Later, Hootsuite
 CRM | Deltek Vision + Ajera, Zoho
 FILE MANAGEMENT | SharePoint, OneDrive, Adobe Creative Cloud, Dropbox, Google Drive
 ADOBE CC | InDesign, Photoshop, Illustrator, Acrobat DC, Bridge, Premiere Pro + Rush
 WEB DESIGN | Squarespace (Circle Member), WordPress
 GOOGLE SUITE | Docs, Sheets, Slides, Forms, Sites
 MICROSOFT OFFICE 365 | Word, Excel, PowerPoint, OneNote
 SOCIAL MEDIA | Facebook, LinkedIn, Instagram, YouTube, Twitter, Pinterest

SKILLS

Organized + detail-oriented	Tech savvy + motivated learner
Creative + critical thinker	Dynamic team leader + organizer
Right brain/left brain-balanced	Detail-oriented, big picture-focused
Strategic project + process planner	Empathetic + supportive colleague

CLIENT LIST *(references available upon request)*

AT&T	Getmilk Digital
Papa Healthcare	Stepan
Pineapple Audio	Empirical Prime
moss design	Stephanie Jensen Photography
Dome Construction	Creative Life Counseling Services
Arlington Security	Artemis Counseling
Sonny's Glass Tinting	ACCL Chicago
Cosmedent	Kate Glickman Therapy