



WENDIE

[VIDEO INTERVIEW](#)

[PORTFOLIO](#)

EXPERTISE SKILLS

- Project Management
- Project Coordination
- Workflow Management
- Timeline Management
- Project Scheduling
- Cross-Functional Team Coordination
- Production Coordination
- Project Tracking & Documentation
- Process Improvement
- Quality Assurance
- Graphic Design
- Creative Design
- Marketing Collateral Design
- Illustration
- Infographic Design
- Packaging Design
- Print Production
- Layout Design
- Typography
- Photo Editing & Photo Manipulation
- Brand Guidelines Compliance
- Client Communication
- Vendor & Supplier Coordination
- Proofreading & Quality Control
- Team Leadership
- Creative Problem Solving

TOOLS

- Microsoft Office Suite
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Teams
- MySGS Project Management System
- Adobe Illustrator
- Adobe InDesign
- Adobe Photoshop
- Adobe Premiere Pro
- Canva

Results-driven Project Coordinator with 2+ years of experience managing cross-functional projects, production workflows, and client deliverables in fast-paced remote environments. Proven track record of coordinating project schedules, maintaining accurate project documentation, improving workflow efficiency, ensuring production readiness, and leading cross-functional collaboration while managing teams of up to 11 creative professionals. Brings strong expertise in project coordination, stakeholder communication, workflow optimization, quality assurance, and team leadership, helping organizations deliver projects on time, streamline operations, and achieve consistent, high-quality results.

WORK EXPERIENCE

PROJECT MANAGER

SGS&Co (Remote) | June 2023 – March 2025 (1 Year, 10 Months)

- Managed project schedules, deliverables, and production workflows, maintained project records and tracking systems, reviewed technical files for accuracy, coordinated cross-functional teams, ensured compliance with client requirements, and supported process improvements to deliver projects on time and within specifications.

CREATIVE DESIGNER

SOPHI Outsourcing | October 2021 – May 2023 (1 Year, 8 Months)

- Designed illustrations, infographics, and marketing collateral, ensured brand consistency across all creative assets, collaborated with copywriters and content creators, generated creative concepts, and maintained compliance with copyright and branding guidelines.

GRAPHIC ARTIST

Phil-Union Frozen Foods, Inc. | January 2021 – July 2021 (7 Months)

- Designed product packaging and prototypes, managed artwork production, coordinated with international clients and suppliers, prepared print-ready layouts, reviewed structural and graphic elements, and ensured packaging met production specifications and client requirements.

TEAM LEADER/LAYOUT ARTIST/PHOTO EDITOR

Arttrephils Corporation | March 2018 – December 2020 (2 Years, 10 Months)

- Led a team of photo editors, layout artists, and interns, created conceptual layouts, performed high-quality photo manipulation, managed production schedules, coordinated with publication teams, implemented workflow improvements to reduce turnaround time, and maintained organized project archives.

JUNIOR GRAPHIC ARTIST

DMC Busa Printers | May 2017 – February 2018 (10 Months)

- Managed projects from design through print production, developed illustrations, logos, and marketing materials, advised clients on design and production requirements, determined layouts and typography, and prepared graphics for multiple print and digital media formats.

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