

# ANNA PLUMLEE

Brooklyn, NY | [www.annaplumlee.com](http://www.annaplumlee.com)  
[anna.plumlee@gmail.com](mailto:anna.plumlee@gmail.com) | (646) 732-3392

Detail-oriented and organized planner. Strong written and verbal communicator.  
Active listener and asker of poignant questions. Empathetic collaborator and delegator.

## EMPLOYMENT

**frog design** | [www.frogdesign.com](http://www.frogdesign.com)

### Program Manager II

Program Manager I

Program Management Intern

Lead multi-disciplinary program teams of designers, technologists and strategists to deliver successful products and services. Responsible for the full program lifecycle, from the sales process through final delivery. Plan and manage program scopes, budgets and team resourcing, write and negotiate contracts, run daily task and schedule planning, and identify risks and mitigation strategies. Maintain healthy team environments and work with team members to resolve conflicts and open questions when needed. Act as day-to-day point of contact for client teams, and translate that communication to frog teams. Advocate on the client's behalf, manage client expectations, and diagnose and address client needs. Regularly report on program status and communicate with studio and company leadership. Responsible for program financial administration and documentation. Contribute to and present creative work, and provide insightful recommendations by asking strategic questions.

Brooklyn, NY

Feb 2017-present

Sep 2015-Jan 2017

Jun-Aug 2015

**frog design** | [www.frogdesign.com](http://www.frogdesign.com)

### Resourcing Manager

Chosen in my first year at frog to manage all program and pursuit team staffing for the New York studio, a role that is typically given to director-level PMs. Designed and implemented new staffing process and tool system that was then adopted by all U.S. studios. This a role I hold in addition to being a full-time PM on active programs. Coordinate staffing decisions and lead conversations among discipline leadership, managers, and studio and program leadership. Track and document all relevant information, including current availability and all likely upcoming staffing needs. Contribute creative solutions to highly complex problems, and raise flags when concerns arise. Know the skillsets and goals of the full 70-person studio, so I can best advocate for their interests. Communicate regularly with members of other global frog studios and coordinate cross-studio staffing requests.

Brooklyn, NY

May 2016-present

**A Better World by Design** | [www.abetterworldbydesign.com](http://www.abetterworldbydesign.com)

### Committee Chair 2014

Participant Experience Coordinator 2012 + 2013

Better World is an annual three-day, student-run conference at Brown and RISD. As Committee Chair, led 20-person committee, facilitated communication between teams, and planned meetings and events. Managed \$100,000 annual budget, maintained relationships with community partners, and oversaw all team projects including brand and web design, and PR strategy.

Wrote 100+ page Role Guide document for 2015; formalized first-ever processes for budget, record-keeping, and data analysis; personally raised \$17,500; worked with Providence design leaders as only student on inaugural Design Week RI committee.

Providence, RI

Oct 2013-Dec 2014

Nov 2011-Sep 2013

**Brown Market Shares Program** | [www.brownmarketshares.com](http://www.brownmarketshares.com)

### Public Relations Coordinator

Market Day Coordinator

Market Shares distributes sustainable, local food to the Brown community. As PR Coordinator, put out 50 newsletters raising weekly engagement rate from 60% to 85%, produced content for blog and social media accounts, and managed the brand identity. Created new website with RISD designer and programmer, wrote and edited the content and redesigned information architecture.

Providence, RI

Jan 2014-Dec 2014

Jan 2013-Dec 2013

## EDUCATION

### Brown University

Class of 2015: A.B. Political Science

Providence, RI

2011-2015

### Harvard University Graduate School of Design

Career Discovery Program: Architecture

Cambridge, MA

Summer 2013

### Saint Ann's School

Class of 2011

Brooklyn, NY

1999-2011

## SKILLS

**Productivity:** Microsoft Office (incl. Excel), Keynote

**Design:** Adobe InDesign, Google SketchUp

**Digital:** Squarespace, Wix, MailChimp, Blogger

**Programming:** beginner's Java, HTML, CSS

**Project Management:** Asana, Trello, JIRA, Podio

**Foreign Language:** French

**Craft:** arch. drafting, knitting, crochet, watercolors  
a vegetable addict who is happiest in the kitchen

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