

# ALLISON MURRAY



I feel at home working across an interdisciplinary team that feeds my breadth of skill and interest in design, strategy, and innovation. I bring humor, grace, and enthusiasm to my work, always proud of my team's successes and eager for what's next. As a natural leader, I am looking to further develop my mind for business as I collaborate to build something that I love and believe in.

## PROJECT MANAGER

Teak // SF

06.2015 – present

I lead teams of designers, strategists, and developers, and am the point person for all my projects. I am a hands-on Project Manager, keen to be immersed from the beginning, and aptly involved in every stage of the creative process.

Though spreadsheets may be my happy place, I am also a thoughtful, passionate producer, keen to pursue creative solutions and always open-minded to a well-timed pivot.

I have proved my flexibility in skillfully managing both long-term projects with hundreds of print and digital deliverables, as well as more fluid, all-inclusive branding projects where my role morphs from strategy, to business development, to content production, to PR.

We have partnered with several pre-market tech start-ups to develop their brands, hone their launch strategies, and create beautiful brand photography, video, and web experiences.

These have been the most thrilling and engaging projects I've worked on so far and have allowed me to distinguish myself as an agile, dexterous, and invaluable team player.

## PRODUCER + RESOURCE MANAGER

Allen Interactions // SF

12.2013 – 04.2015

Amongst a small, cross-functional team of producers, designers, and developers, we created custom interactive Web + Mobile LX for clients such as Microsoft, LinkedIn, and the Home Depot.

I managed and executed all aspects of production process, including: content writing, recording and editing audio, photo and video shoots, content integration, QA, and user experience testing.

Seeing a need for a revamped resourcing process, I partnered with Studio Executive and CFO on an intelligent forecasting initiative. I then owned weekly resourcing, tracking high-level progress of 15+ projects, analyzing and translating data into actionable insights, and problem solving areas of need and conflict for the team.

## ASST. PROJECT COORDINATOR

eBay // San Jose

06.2013 – 08.2013

I supported the Design team at eBay by coordinating projects with outside vendors, managing budgets, opening and closing POs, and maintaining timely payment schedules.

## SKILLS

Harvest // OpenAir // HotBudget  
// Adobe CC // HTML // CSS //  
BitBucket // GitHub // JIRA //  
Asana // Basecamp // Slack //  
Google Drive // Wordpress

## EDUCATION

UNIVERSITY OF OREGON  
Robert D. Clark Honors College  
B.A. in Psychology  
2013 // 3.7 GPA

## VALUES

Authenticity  
Creativity  
Empathy  
Respect  
Honesty