

Kendall Dinsmore

Creative Project Manager

(She/Her)

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207-577-5917

Skills

Adobe Creative Cloud, Google Drive Tools, Asana, Notion, Figma, Project Management, Production Management, Problem Solving, Communication, Leadership, Teamwork, Digital Asset Management, Written and Visual Storytelling, Organization, Time Management

Education

Champlain College / BFA in Filmmaking

Aug. 2014 - May 2018, Burlington, VT

Project Management

Certification, Google/Coursera

Oct. 2021 - March 2022

Career Objective

A motivated project manager and creative professional with hands-on experience producing content for global clients. Currently seeking opportunities at a sustainable and globally conscious company that would encourage skill and career growth.

Work Experience

Creative Project Manager / Push Collaborative

Sept. 2022 - PRESENT — Remote

Concurrently managing up to 30 video projects for a different global clients from start to finish with day to day responsibilities including:

- Assigning tasks and progress tracking
- Resource management
- Asset and file management
- Serving as the lead technical liaison between clients and our creative team.

Communications Coordinator / IFF

June 2022 - Sept. 2022 — Remote

Worked in the production of creative materials for internal communication channels of 500+ people. Responsibilities including:

- Copywriting and editing
- Graphic design
- Video editing
- Content creation for email marketing

Transition Project Coordinator / Webbs Mills Eats & Craft Brews

May 2016 - May 2019 — Casco, Maine

Managed and oversaw the day to day responsibilities of a restaurant through a transition of ownership. Responsibilities including:

- Staff management, scheduling, and training
- Vendor communication
- General administrative duties

Academic Production Manager / Champlain College

Sept. 2015 - May 2018 — Burlington, Vermont

Oversaw multiple film productions from start to finish, serving as the main point of contact for all crew members on topics involving scheduling, workflow, and project details. Responsibilities including:

- Budget and schedule management
- Resource acquisition and location scouting
- Maintaining efficient cross-department collaboration

Screenwriter & Video Producer/ VT Agency of Natural Resources

Jan. 2016 - Dec. 2016 — Burlington, Vermont

Wrote and produced material for a campaign promoting new waste management laws taking effect throughout the state of Vermont.

Responsibilities Including:

- Client communication
- Script and visual content development
- Managed production of on-set and interview content