

Gia Conklin

Creative Project Manager

Tacoma, Washington

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Summary

Creative Project Manager with over 9 years of experience in optimizing production strategies and enhancing project delivery for high-profile clients. Demonstrates expertise in client relations, creative problem solving, and process improvement, consistently exceeding quality standards. Driven by a vision to innovate and improve workflow efficiency, fostering collaboration across cross-functional teams to achieve exceptional project outcomes.

Experience

Freelance

JAN 2025 - PRESENT

- SignFX LLC | Project Manager
 - Reviewed project scope, drawings, and installation requirements to both ensure accurate cost and labor estimating.
 - Performed site surveys as necessary, communicating to client and install team findings, to include concerns and applicable solutions to improve outcome.
 - Developed and deployed processes that significantly increased the efficiency of resource planning and reporting.
- PXP (Publicis Productions N.A.) | Post-Production Producer
 - Resumed work with previous teams to manage production of print files at a senior level for quick turn product launches for PayPal, Samsung and Nintendo.

PXP (Publicis Productions N.A.) | Post-Production Producer

NOV 2022 - JAN 2025 | REMOTE

- Spearheaded creative production strategies, optimizing workflow and enhancing project delivery efficiency at PXP.
- Fostered strong partnerships with cross-functional teams, ensuring seamless project execution. Facilitated effective communication between clients and creative teams.
- Conducted in-depth performance analyses, identifying areas for improvement in production processes. Implemented data-driven strategies to enhance overall efficiency.
- Managed end-to-end post-production lifecycle for print and digital deliverables, consistently meeting deadlines and exceeding quality standards for high-profile clients.

Clients Include: T-Mobile, Altria, Toyota, Hillshire Farm, CVS

Graphics NW / NW Fine Art Printing | Production/Project Manager

FEB 2019 - NOV 2022 | KENT, WA

- Led production teams, optimized workflows, and managed client projects, resulting in improved efficiency and client satisfaction.
- Oversaw quality control processes, ensuring high-standard outputs for commercial and fine art printing deliverables.
- Analyzed production processes, identifying bottlenecks and implementing data-driven solutions, leading to substantial improvements in turnaround times.
- Resource management, scheduling and materials ordering.

Clients: Alaska Airlines, Oberto Snacks Inc., Greystar Real Estate Partners

Telepress Global | Pre-Press/Digital Production Manager

NOV 2016 - FEB 2019 | KENT, WA

- Worked with the account management team and corporate branding to ensure visual identity of the client was consistent throughout production.
- Review and prepare artwork for print, ensuring files meet production specifications and making adjustments where requested/necessary.
- Worked with the IS Department to update digital order process and output to improve production efficiency.
- Acted as Interim Shipping Lead until the position was permanently filled - directing the flow of orders and resolving quality assurance discrepancies.

Clients Included: Charter Communications, Hewlett-Packard, Chick-fil-A, Amazon

Education

Art Institute of Pittsburgh | Bachelor's of Science, Advertising

2014

PMP® Certification, in Progress