

CAITLIN ANDREW

PROJECT MANAGER

540.557.7605



Caitb23@gmail.com



Nashville, TN



SKILLS

Attention to Detail

Collaboration

Team Leadership

Project Planning

Accountability

Improving Efficiency

Creativity

Risk Assessment

People Skills

EDUCATION

BACHELOR OF SCIENCE

College of Architecture + Design
Virginia Tech
2009-2013

PROFESSIONAL PROFILE

I am a dedicated Project Manager with a proven track record of successfully leading events for professional sports leagues and promotional organizations. With a keen eye for detail and a passion for delivering exceptional results, I have managed a diverse range of projects, from large-scale sporting events to corporate sponsorship activations. My ability to collaborate with cross-functional teams and my strategic approach to project management have consistently exceeded client expectations, making me a trusted partner in the industry.

EXPERIENCE

SPECIAL PROJECTS MANAGER

STAHL'S DFC Division | October 2021-Present

- Lead and oversee the planning, coordination, and execution of activations within major sports events such as the Super Bowl, NFL Combine, NFL Draft, and CrossFit Games.
- Collaborate with various stakeholders to ensure successful event delivery.
- Manage on-site operations during events to address any issues and ensure smooth execution.
- Conduct post-event evaluations to assess performance, identify areas of improvement, and implement lessons learned for future events.

PROJECT COORDINATOR

STAHL'S Happy Crafters Division | March 2016-2021

- Responsible for the planning and execution of 5-10 tradeshows a year.
- Managed all social media accounts. Helped the company reach over 171,000 likes on Facebook and 25k on Instagram.
- Networked with outside influencers and affiliates. Coordinated a publication with HGTV, for their June 2019 Issue.
- Implemented new header on website that created and sourced \$50,000 in revenue within 6 months.

DANCE TEAM COACH

West Virginia University | May 2019-2024

- Managed and guided a group of 25+ dancers, fostering a positive and motivating team environment.
- Responsible for technical coaching and choreography.
- Lead the team to top 5 placements at NDA 3 years in a row.
- Supervised and directed team social media, public relations, events and appearances, community services, and philanthropy events.
- Helped manage team sponsorship contracts.

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TECHNICAL SKILLS

Microsoft Office Suite
Adobe Photoshop (Basic)
Social Media
Basecamp
Photo Direction
Milanote

AWARDS

Publication in HGTV
June 2019 Issue

Publication in Charlotte
Home & Garden,
Summer 2016 Issue

IIDA Sustainable Design
Competition Finalist

President
Dance Company of
Virginia Tech
2012-2013

EXPERIENCE continued

JUDGE, ADJUDICATOR + EVENT MANAGER

Hall of Fame Dance Challenge | January 2014-2023

- Tabulated high volume of scores with 99.5% accuracy.
- Utilized exceptional customer service skills to attract and retain high-value customers.
- Oversaw all logistical aspects of the competitions, including scheduling, venue coordination, and participant communication.
- This multifaceted role has been essential in upholding the integrity and success of the company's brand and reputation.

REFERENCES

ZACH ELLSWORTH

Senior VP Connected Manufacturing
STAHLSDFC
724.912.8080

CHELSEA HELLEN

Account Executive
Commonthread Collective
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