

Andrew Stoltz

Creative Project Manager

andy@andystoltz.com

603•365•0580

SKILLS

Estimating • Project Management
Adobe Creative Cloud • Six Sigma
Marketing • Copywriting
Print Production • Office Apps
Photo Editing • Photography
Graphic Design • Illustration
Proofreading • Layout • Editing
Powerpoint • CRM • Scheduling
Office Management • Research
Strategic Planning • Budgeting
Effective Communication • CAD
Troubleshooting • Brand Strategy
Technical Writing • Storytelling
Remote Mgmt • Story-boarding

EDUCATION

New Hampshire Institute of Art - Bachelor of Fine Art

- Studied Fine Art Illustration and Graphic Design
- Focus on black and white graphic illustration, visual narratives, and innovative use of print production to elevate digital works. My thesis was on communicating our relationship with objects and places through exaggerated scale

PROFESSIONAL DEVELOPMENT

- MBA Courses, Hellenic American University - Strategic Development, Organizational Management, Entrepreneurship,
- I also enjoy growing my skills on a regular basis either through research, how-to videos on YouTube or other online learning resources such as Masterclass and Learn101.
- I organize and lead weekly group discussions on strategy, cooperative problem-solving, and personal growth with simulated scenarios

PROFESSIONAL EXPERIENCE

Gallagher's Patent Drafting

Project Manager and Lead Technical Illustrator (2016 - Present)

Core Responsibilities:

- Managing a team of 4 and outside contractors to ensure on-time delivery of all work
- Lead on all design/utility drawings, specialty work, trademarks, and 3D prototyping
- Communicating with clients in a variety of industries including; Biochemical, Industrial Design, Manufacturing, Apparel, Medical, Genetics, Home Appliances, Robotics, and Web
- Formatting documents to local and international patent office standards
- Troubleshooting and strategic development, focused on resolving issues and improving the remote work environment
- Project scheduling and estimates
- Providing training and ongoing feedback
- Creative lead on marketing efforts

Noted Accomplishments

- Developed guidelines for managing customer relations and built CRM database
- Redesigned the project database to be accessible for remote work, transitioning to an online platform
- Streamlined workflows, and redesigned project templates saving numerous hours of redundant work
- Developed the company's B2B marketing strategies, successfully attracting the new clients needed for consistent year-round work
- Assisted with the development of no less than three side ventures

Freelance (2015 - 2016)

- Technical Editor on Contract with Gex Inc. : Proofreading, page layouts, powerpoint presentations, educational texts, and writing image metadata
- Substitute Art and English teacher for Peabody School District : Follow lesson plans, file daily reports, manage classrooms, and supervise activities during and in-between classes
- Portrait Photographer for Portrait Simple : booking, planning and executing portrait sessions, sales, and print production
- Events Artist with Fun Inc. : Lead On-site workshops and activities such as painting socials, caricature art, and custom T-shirt design