



GK

GEORGE KUKUNIS

Project Manager.

<https://georgekportfolio.wixsite.com/georgekukunis>

OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

SKILLS

Microsoft project
Agile scrum
Google analytics certified
Status reports
Teamwork
Pharma Agency experience

EXPERIENCE

FREELANCE

PROJECT MANAGER • HAVAS HEALTH • JULY 28 2021 – OCTOBER 1ST 2021

- Responsible for coordinating Project deliverables with Account, Strategy, Creative, Editorial, to ensure goals and requirements are met.
- Assessed actual hours incurred on project versus estimate throughout engagement. Escalates potential budget issues to supervisor
- Facilitated internal project status meetings with cross-functional internal team and participated in status meeting with clients and Account Managers.
- Utilized Microsoft project for creating convention launch timelines and worked with account team, Art directors, Designers to prepare documentation and other deliverables prior to client kick off.

CONTRACTED ENDED

PROJECT MANAGER • JOHNSON & JOHNSON • JANUARY 2021 – JULY 2021

- Lead a cross-functional team of content writers, developers using pm tools like Microsoft project and Jira to effectively decommission retired websites/applications.
- In charge of updating the budget tracker quarterly with the finance team: updates include meeting the finance team to go over chargebacks, department codes and signed Sow's.

- Responsible for writing a communication release Bi-weekly to stakeholders with updates made to JJMD.com using information provided in the product backlog.
- Scheduled and facilitated weekly calls with the internal team and stakeholders to discuss the migration plan/efforts to ensure everyone is aligned and projects deadline is completed.
- Oversaw the content migrations timeline and Micro site plan creation. Scheduled meetings with stakeholders to ensure timelines are correct prior to meeting the team.

CONTRACTED ENDED

PROJECT MANAGER • JANSSEN PHARMA • AUG 2020 – JAN 2021

- Assigned resources, timelines, to projects using Workfront.com. Projects included banner ads, landing pages and informative iPad applications.
- Facilitated workflow, created schedules and cost estimates ensuring that projects are scoped accurately and are delivered according to client's timelines.
- Oversaw the design and development of assets supporting the digital marketing launch of new drug indications.
- Decreased deliverable timeline by 3 months while facilitating the creation and development of an iOS iPad application that informed patients of the drug and dosage.
- Manage workstreams across different teams, agency partners, regulatory and Quality Assurance teams to deliver projects on time and on budget.

DIGITAL PROJECT MANAGER • WEBCREATIVES • AUG 2017– JAN 2020

- Lead the website development and design process by working with a team of graphic designers, content writers and web developers to produce high quality work.
- Installed GTM on multiple clients' websites to ensure proper tracking of analytics.
- Used agile/waterfall methodology for project deliverables.
- Created a project plan for new websites using Monday & Workfront to track deliverables, progress, risks, and responsibilities.

**DIGITAL MARKETING COORDINATOR • WEBCREATIVES •
FEBRUARY 2015– JAN 2017**

- Created Google ad words, Google shopping adverts for our retail client which increased ROI by 30%
- Worked with our marketing team and design team to create amazing landing pages for our client brand awareness campaigns.
- Sent out promotional emails using MailChimp to increase sales during holidays.

EDUCATION

2012- 2014 • Pursued a bachelor's degree, marketing, business management • FAU
Decided to move to Brazil to pursue other interests.

LEADERSHIP EXPERIENCE

Managed multi-faceted projects and initiatives for industries in the Pharmaceutical and web development sector with leading clients, including dozens of concurrent internal projects. Communicated projects status updates with clients on a regular basis. Utilized latest technologies, including Drupal, and WordPress, working in an agile environment, using valuable tools such as Workfront, Adobe, Microsoft project, Microsoft Office and Google Docs. My experience, business acumen, adaptive ability, and time management skills were crucial to the success and completion of each strategic project.



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