

# Lauren Biolsi

## Digital Project Manager

### Contact:

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www.laurenbiolsi.com

### Education:

Bachelor of Arts in English  
Butler University 2017

### Leadership:

Evanston Dance Ensemble

- + Board Member since 9/2018
- + Secretary since 9/2020
- + Marketing Committee Co-Chair since 9/2020

### Skills:

- + Adobe Creative Suite
- + Wix
- + Squarespace
- + Shopify
- + Mailchimp
- + Canva
- + SEO + Google Analytics
- + WordPress
- + Trello + Smartsheet

### Experience:

#### Project Manager of Digital Creative

eGuide Tech Allies | Chicago, IL  
July 2019 - Present

- + Constructed timelines and scope of work for all digital creative projects including websites and marketing campaigns
- + Designed custom websites for clients in a range of industries including hospitality, retail, and not-for-profit
- + Facilitated communication between clients and team members to ensure all deliverables were being met on-time

#### Associate Project Manager

Envision Group Consulting | Chicago, IL  
April 2018 - October 2018

- + Streamlined a six month project into monthly, weekly, and daily deliverables across a global team
- + Created individual dashboards in Smartsheet for internal and external team members to track upcoming tasks
- + Monitored daily tasks on master project plan by adjusting deadlines and contacting employees for deliverables

#### Digital Marketing Manager

Hatchet Marketing | Indianapolis, IN  
July 2015 - May 2017

- + Implemented SEO strategies and keyword research into clients' websites and social media pages
- + Created custom email campaigns and tailored copy, design, and strategy to each client's unique needs
- + Managed social media accounts including Facebook, Instagram, and LinkedIn for all clients