



Airtable

Creative Producer, Product + Brand March 2026 – Present

- Sole producer leading brand and creative production across product design, brand, engineering, marketing, and events.
- Rearchitected the brand team’s production infrastructure, intake systems, and cross-functional workflows.
- Designing, deploying, and maintaining agentic workflows for creative operations and creative development for core team and cross-functional use cases.
- Producing creative across multiple products, global flagship events, and growth marketing initiatives simultaneously.



kyu+

Interim Creative Operations Lead February 2025 – January 2026

- Led creative operations and production for globally distributed teams and multi-media productions across luxury consumer client portfolio.

Personal & Professional
Development Sabbatical

Independent Ops Leader & Nutritional Practitioner February 2024 – January 2025

- Obtained integrative nutrition counseling certification and launched private nutrition coaching practice.
- Contracted to provide onboarding support for incoming Director of Operations at Godfrey Dadich Partners.



GDP.

Partner, Head of Program Management January 2021 – January 2024

- Influenced and shaped overall business strategy and direction of how creative studio scaled operationally.
- Provided high-level oversight of client portfolio (avg. 15 active) and project pipeline (avg. 60 ongoing) — including cross-functional resourcing and management of project budgets ranging from hundreds of thousands to multiple millions of dollars.
- Established global processes for how work flowed cross-functionally through the studio, including department roadmaps, tool budget forecasting and implementation, complex workflows, scoping, timelines, and reporting.
- Led and mentored a high-performing team of seven in program and resource management.
- Supported new business efforts through strategic pricing, proposal development, and SOW creation.

Production Director September 2018 – December 2020

- Established and expanded project management team from 1 to 3 members, increasing capacity by 200%, and established a resource management function that improved utilization rates by ~25%.
- Developed a standardized scoping and hour projection process, increasing pricing accuracy and forecasting consistency across all studio projects.
- Designed and implemented streamlined workflow systems and tools for internal teams and clients, optimizing operational efficiency and collaboration.

Editorial Production Manager September 2017 – September 2018



Edelman

Creative Producer February 2016 – August 2017

Associate Creative Producer March 2015 – February 2016



Wieden + Kennedy

Program Manager, W+K PIE January 2012 – February 2015

Executive Assistant February 2011 – January 2012

Education

Institute for Integrated Nutrition 2024

- Integrative Nutrition Counseling Certification

Art Institute of Portland 2004–2009

- Bachelor of Science, Design Management | Minors in Graphic & Interior Design

Key Skillsets

- Agentic creative operations, workflows & tooling
- Program & resource management
- Communication & reporting
- Team leadership & mentorship
- Stakeholder management
- Client services

Tools

- Adobe Creative Cloud
- Airtable
- Asana
- FigJam / Figma
- iWork Suite
- Google Suite
- Microsoft Office
- Keynote
- Claude
- Hyperagent
- ChatGPT
- Gemini
- Miro
- Notion
- Slack