

Stefan Smith

ASSOCIATE CREATIVE DIRECTOR / PROJECT MANAGER

CAREER OBJECTIVE

I'm a dynamic and innovative professional with 2+ years of invaluable hands-on experience in handling several simultaneous creative design projects, concept creation, graphic design and project management. I excel in resolving challenges with creative solutions and process improvements to increase efficiency.

PROFESSIONAL EXECUTIVE EXPERIENCE

December 2018–Present | Garex Industries, Miami, FL

Chief Operating Officer

- Manage digital sales team and streaming accounts to improve brand positioning and growth.
- Source and develop new strategic partnerships, government contracts and advertising opportunities that generate new revenue streams.
- Responsible for scheduling workflow, delegating projects to staff, setting priorities, routing approval comps and meeting deadlines
- Manage and create digital marketing source material to generate catalogs, flyers, landing pages, email and google ads.

June 2020– Present | Stefan Smith Studios, Miami Beach, FL

Visual Artist, Muralist

- Designing and installing murals for private sector companies, schools, and corporate flagships locations.
- Researching and developing the hands-on creative concepts and preparing presentations for clients.
- Work with corporate management teams to develop and apply digital marketing plans and services.
- Create a variety of fine art pieces per exhibition including paintings, graphic designs, and laser cut compositions.



(786) 413-7287



Sembsmith509@gmail.com



linkedin.com/in/StefanSmith/

PORTFOLIO

www.StefanSmithDesign.com

EDUCATION

May 2015

**Florida Atlantic University,
Fort Lauderdale, FL**

Bachelor of Architecture,

RELEVANT SKILLS

Operations Management

Leadership & Team Building

Digital Design

Adobe Photoshop

Adobe Illustrator

Adobe InDesign

Digital Marketing

UX Design

Sketch

Microsoft Office 365

Asana

Figma

June 2016–November 2018 | Schmid Construction, Winter Garden,
FL

Assistant Project Manager

- Defined and approved work and controlled task cost as well as conduct project task reviews.
- Established goals, objectives, and priorities while developing plans and programs to accomplish these projects through efficient business practices.
- Responsible for contract development, operation, and management of all contracted workers.
- Responsible for RFI's, RFP's, contract documents, permitting, meeting minutes, and daily logs.
- Provided scheduled work, solved problems, and served as one of the points of contact within the organization and all contracted workers to ensure compliance and process consistency was delivered.