

REMOTE PROJECT MANAGER

Creative, organized, and highly adaptable project manager with a background in meeting and exceeding stakeholder expectations. Proficient in managing day-to-day operations, working directly with teams, and ensuring the smooth execution of deliverables. Work effectively remotely and as a team in fast-paced, collaborative environments. Looking to apply my skill set to a management role that involves successful execution and delivery of large-scale projects.

VALUE TO ORGANIZATION

CREDIBILITY	Led multiple projects simultaneously by prioritizing tasks, resource availability, and alignment with goals.
EXPERTISE	Met project deadlines by proactively addressing concerns and monitoring progress without sacrificing quality.
LEADERSHIP	Developed relationships through regular communication, fostering trust and confidence to deliver results.

SIGNATURE STRENGTHS

- Relationship Building
- Effective Communicator
- Project Coordination
- Teamwork & Collaboration
- Budget Administration
- Gathering Information
- Contingency Planning
- Meeting Facilitation
- Skilled multi-Tasker
- Task Prioritization
- Problem-Solving
- Deadline Management
- Timeline Management
- Key Stakeholder Liaison
- Resource Oversight
- Editorial / Content Creation

PROFESSIONAL EXPERIENCE

Patti Hughes Productions | Freelance Producer – United States **2008 – Present**

Deliver entire shows from start to finish. Manage crews, talent, research, writing/editorial, timeline, and budget. Direct episode production and conduct on-camera interviews. Worked on shows such as A&E Networks' Flipping Down South, Crawford Entertainment's Flip My Florida Yard, and PBS's How She Rolls. Currently field direct and produce House Hunters on HGTV.

Susie Films | Producer – United States **2016 – 2018**

Turned detailed research into compelling, viewer-friendly shows. Wrote and produced 39 episodes for three seasons of Handcrafted America. Excelled at assessing hours of media quickly and promptly turned around narratives to deliver shows.

Big Time Media | Producer – United States **2011 – 2016**

Generated 30-minute episodes on Final Cut Pro for the DIY Network. Reviewed up to 15 hours of video to create 21-minute episodes, consistently unearthing humorous and relatable moments that connected with viewers and never missed deadlines.

High Noon Entertainment | Supervising Producer – United States **1999 – 2006**

Managed employees, writing segments, and field production operations for 1-hour specials featured on HGTV and A&E Networks (DIY, Style, and The Food Network). Supervised production of the Style Network's series Stripped. Managed crews and shoots.

NBC/ABC Network News | Producer – United States **1992 – 2003**

Planned and produced breaking news and segments for The Today Show, Nightly News with Tom Brokaw, World News Tonight, and Good Morning America. Researched and wrote stories for correspondents. Managed field crews and shoots in various settings.

EDUCATION

Bachelor of Arts in Communications, University of Michigan