

CHLOE COLLINS

www.amerinese.com | (608) 692-3824 | collinsechloe@gmail.com

www.linkedin.com/in/collinsechloe/

PROFESSIONAL SUMMARY

Versatile and strategic professional with over 10 years of experience in project management, client relations, and creative solutions. Adept at leading cross-functional teams, streamlining operations, and driving process improvements in dynamic environments.

CORE COMPETENCIES

- Strategic Leadership & Team Management
- Operational Efficiency & Process Improvement
- Client Relationship Building & Stakeholder Engagement
- Project Management & Execution
- Creative Direction & Content Creation
- Excellent Communication & Interpersonal Skills
- Adaptability in Fast-Paced Settings
- Problem-Solving & Decision Making
- Google Suite / Microsoft Office

EDUCATION

Western Governors University (2024 - Present)

Master of Business Administration

Projected completion date: October 2024

The University of Wisconsin, Milwaukee (2015 - 2018)

Bachelor of Fine Arts - Film

Additional Coursework: Journalism, Advertising and Marketing, Photography and Digital Media Studies
GPA 3.67 - Dean's List

PROFESSIONAL EXPERIENCE

The Boutique COO – *Project Manager*

04/2024 - Present

- Providing clients with comprehensive administrative, technical, and project support remotely. Skilled in coordinating and managing diverse projects from inception to completion. Proficient in streamlining operations, optimizing workflows, and enhancing productivity through effective project management and communication strategies. Adept at managing schedules, organizing virtual meetings, and maintaining documentation with the highest discretion and professionalism.

Freelance Creative Consultant – Brand and Marketing

04/2022 - Present

- Spearheaded website audits and developed marketing strategies, enhancing user experiences and client engagement, contributing to improved online presence and customer satisfaction.
- Managed end-to-end project delivery, from conceptualization to execution, ensuring alignment with client objectives and timely completion.

Thanks For Visiting (Vacation Rental Mastermind) – Community Manager / Executive Assistant

06/2022 - 04/2023

- Facilitated nationwide collaborations and engagement strategies, significantly boosting online community involvement and customer loyalty.
- Developed and maintained partnerships with industry leaders, enhancing the brand's network and operational capabilities.

Brian Slawson Photography – Business Manager / Consultant

06/2022 - 02/2023

- Established project and financial management systems, in addition to, implementing standard operating procedures and training programs.
- Strengthened affiliate relationships and expanded new company partnerships.

Fresh Fin (Restaurant) – Shift Lead

09/2021 - 05/2022

- Led and trained team members on restaurant procedures and point of sale systems.
- Developed marketing material for employee recruitment.

Arise MD – Business Operations Consultant

09/2021 - 12/2021

- Oversaw operational aspects of a medical practice and supplement store, implementing processes that improved efficiency and patient experience.
- Conducted a comprehensive audit and led a successful rebranding initiative, streamlining operations and enhancing brand visibility.

Attention Era Media (Award Winning International Film Company) – Videographer

08/2018 - 07/2019

- Developed and presented project pitches and production objectives to potential global affiliates and partners, fostering international collaborations.
- Documented the cultures and landscapes of various countries, and provided technical support for on-site setups during international assignments.

Production Studios

(Character D Films, David Schulta Films, Sweet Pea Cinema, TK Films, Front Room Photography, Brian Slawson Photography) – Freelance/Wedding Videographer

09/2015 - 06/2020

- Produced cinematic coverage of corporate and wedding events; edited featurettes using Adobe Premiere Pro and Davinci.
- Partnered with directors and producers for scene setups and collaborated with clients on event planning and shoot coordination.

Freelance Filmmaker – Videographer

09/2015 - 09/2020

- Directed film projects from conception to completion, demonstrating exceptional project management, budgeting, and scheduling skills, resulting in high-quality productions that met client expectations.

Landry Family, Moh Family – Nanny (Ages 6 months - 8 years)

11/2019 - 06/2021

- Ensured safety and provided secure transportation for children to various extracurricular activities.
- Engaged children in educational and intellectually enriching activities to foster development.
- Managed light housekeeping duties, executed errands, provided care for senior pets, and prepared family meals, contributing to household efficiency.

The University Of Wisconsin, Milwaukee – Campus Ambassador / Orientation Leader

06/2016 - 06/2017

- Represented the university, promoting its values and programs.
- Acted as a key liaison between prospective students and the institution, enhancing student engagement.
- Facilitated campus tours, informational sessions, and special events, providing insightful guidance to future students and families.

CREATIVE PROJECTS

Breezeway Safety Video (2023) - Director of Photography, Editor

Eskimo Music Video (2020) - Co-Director of Photography, Editor

Tobey Maguire Music Video (2018-2021) - Camera Operator, Costume Designer, PA

Cryptophiliacs Short Film (2018-2019) - Producer, Director of Photography, Animator

The Lion and The Gecko Short Film (2017-2018) - Producer, Director, DOP, Editor, Writer

Nike Commercial Shoot (2019) - Production Assistant

Steve Aoki Commercial Shoot (2019) - Production Assistant

Palermos Pizza Commercial Shoot (2017) - Production Assistant

Super Narcoleptic Girl TV Series (2017) - Production Assistant

Life Of The Party Feature Film (2017-2018) - Production Assistant

Multitude of Senior Thesis Projects (2016-2019)

AFFILIATIONS

Film Advisor for the Black and Gold Committee (2016, 2017)

MHS Production Club President (2014, 2015)

Middleton High School - Link Crew Leader (2014, 2015)

Youth Frontiers Convention Leader (2014, 2015)