

# ANASTASIA MARÉE

## DIGITAL PROJECT MANAGER (BRANDING & UIUX, WEB PRODUCTS)

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### SUMMARY

Digital Project Manager with 5 years of agency experience across branding, web, and digital product studios. I run delivery on creative projects: scope, budget, client communication, and the handover quality that keeps designers and developers aligned. Across 60+ projects for clients in the US, UK, Europe, and the Middle East, I've grown project margins from 30% to over 60% by building the operational structure that most agencies are missing.

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### WORK EXPERIENCE

**Digital Project Manager, Geex-Arts LLC (Digital design & branding agency)** Sep 2024 - Apr 2026

- Doubled average project profitability, increasing margins from 30% to over 60% across 40+ projects by implementing rigorous scope control and budget tracking.
- Cut design revision cycles from an average of 4 to 2 by creating a structured client feedback and approval process.
- Designed and rolled out a new Figma-to-development handover protocol that reduced developer clarification queries by 40%, speeding up implementation.
- Managed a portfolio of 40+ concurrent branding and web projects with budgets ranging from \$5K to \$50K, ensuring on-time and on-scope delivery across international client accounts.
- Rescued 3 high-risk projects from failure by renegotiating scope with clients and realigning internal teams, preventing budget overruns and retaining the accounts.

**Project Manager, SFXDX (Web Development & Digital Products Agency)** Sep 2023 - May 2024

- Took over 4 long-running projects in delivery trouble and restored milestone control through structured tracking in Jira, reaching 90% on-time delivery within the first quarter.
- Managed relationships with 4 international client accounts as the primary contact, handling scope conversations and expectation management that led to contract extensions on all four.
- Stabilised delivery across a 6-person cross-functional team by resetting priorities and removing bottlenecks that had been blocking progress for months.

**Project Manager, Alfa-Labs (Web Development & Digital Products Agency)** June 2021 - Aug 2023

- Built a project delivery framework from scratch covering planning, documentation, and progress tracking. It became the standard process for the entire team across 10+ concurrent projects.
  - Managed full project lifecycles for 10+ client projects simultaneously, coordinating a cross-functional team of developers, designers, and QA across multiple time zones.
  - Acted as the main point of contact for international stakeholders, translating business requirements into clear technical briefs for the delivery team.
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### SKILLS

- **Skills:** Scope Management, Budget Control, Risk Management, Agile, Scrum, Stakeholder Management, Resource Allocation, Delivery Management, Change Request Management, Design QA, UX/UI Review, Figma Handover Documentation, Cross-functional Team Leadership, Freelancer & Vendor Management, International Client Communication, Process Optimization, Requirements Gathering
- **Tools:** Jira, Confluence, Asana, Figma, Notion, ClickUp, Monday.com, Miro, Slack, Google Workspace, Trello
- **Languages:** English - Full Professional Proficiency, Russian - Native