

Lizzie Noel Taylor

Project Manager

LizzieNoel.com

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Professional Experience

Managing Editor, Custom (Jan 2020–Feb 2022)

Hayden-McNeil Publishing, Plymouth, MI

- ✓ Plan, implement, monitor, and complete projects to ensure effective management of scope, resources, time, and communication to get course materials delivered to campus on time and on budget.
- ✓ Communicate pricing, due dates and production schedules to authors
- ✓ Collaborate cross-functionally with production, finance, and other teams to achieve author and project goals.
- ✓ Develop account plans based on the author's needs, desired form of communication, and establish a regimented cadence of communication and outreach to authors on an annual basis.
- ✓ Track, document, and communicate with internal stakeholders the status of the author/department relationship, escalating concerns of business at-risk.
- ✓ Build collaborative relationships with the sales teams as co-owners of the author, department, and bookstore relationships.
- ✓ Utilize Navision, Business Center v14, Outlook, Gmail, and Google Drive applications to efficiently complete all job requirements.

Director of Programs (October 2018–Present)

Event & Marketing Coordinator (May 2017–October 2018)

FCICA Events (mobile app) project manager (March 2014–May 2017)

Social media coordinator and administrative assistant (June 2012–Aug 2014)

FCICA, the Flooring Contractors Association (an international trade association), West Bloomfield, MI

- ✓ Successfully managed multiple high-stakes projects over a course of several months
- ✓ Restructured digital platform to streamline access to online certification and CEU opportunities
- ✓ Convert sales leads into active candidates for online certification program and 3-day seminar
- ✓ Update and improve existing educational content
- ✓ Produce monthly educational webinars using platforms such as Abila Freestone and GoToWebinar
- ✓ Execute quarterly production of industry trade magazine
- ✓ Recruit association members to write articles for multiple industry publications
- ✓ Maintain association management system (AMS) and learning management system (LMS) records

Managing editor (May 2016–May 2017) (Volume 17, 2 issues)

Editorial management team (September 2015–May 2016) (Volume 16)

The Offbeat, East Lansing, MI

- ✓ Oversaw production of a bi-annual print literary journal, *The Offbeat*, including the soliciting of submissions, copyediting process, layout design, and ensuring all tasks were completed in a timely manner
- ✓ Organized launch events, coordinated with vendors and staff, and produced event signage
- ✓ Pitched the journal to local bookstores to stock and sell inventory

Project manager (AppAbroad mobile app) (January 2015–January 2016)

Michigan State University, East Lansing, MI

- ✓ Coordinated with P.I. to design a mobile application for study abroad programs
- ✓ "From User to Participant: Proto-Personas as Inhabiting Literacy Praxis" with Prof. Ben Lauren, presented at HASTAC, East Lansing, May 28, 2015
- ✓ "From connect-exchange to ConnectX: the (iterative) story of a mobile app," with Kimberly Jung, presented at SIGDOC, Limerick, Ireland, July 16, 2015

Education

B.A. in Professional Writing, Michigan State University, May 2017

Focus in project management, digital and print communications, grammar and style, marketing, document design, events, web design, user research

Skills

Customer Service, Communications, Office Administration, Grammar and editing, Project management, Writing, Social Media Management, Scheduling, Google Drive, Trello, Outlook, Microsoft Office, Adobe Creative Cloud

Links

<http://LizzieNoel.com>

<https://www.linkedin.com/in/lizzienoel24/>

Certifications

Digital Event Strategist (DES) (December 2018 to December 2020)

The Digital Event Strategist certification is designed to help you effectively plan, produce and measure the results of your live stream and digital engagement events. Earning this certification shows you are the authority on live stream and digital events.

Indeed Assessments

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Project Management Skills: Time Management — Expert

Prioritizing and allocating time to effectively achieve project deliverables.

Full results: https://share.indeedassessments.com/share_assignment/msnl-l32gbghojxz

Critical Thinking — Expert

Using logic to solve problems.

Full results: https://share.indeedassessments.com/share_assignment/cj2gs6ujiuqz0-rj

Management & Leadership Skills: Impact & Influence — Highly Proficient

Measures a candidate's ability to adapt their leadership style to accomplish goals using rational or emotional appeal. Full results: https://share.indeedassessments.com/share_assignment/d0fpwwaivljkwdyr