SHĀN MICHAEL

PROJECT MANAGER

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PROFILE

Marketing and operations professional with hands-on experience managing production projects and coordinating large-scale live events. Proven ability to lead teams, oversee logistics, and deliver high-quality client experiences. Experience organizing, producing, and hosting 50+ events. Strong skills in project management, event coordination, and audio/video production.

EDUCATION

BACHELORS IN MARKETING

Western Govorners University
2026 - Present

SKILLS

- Project & Operations Management
- Client Relations & Customer Experience
- Event & Production Management
- Microsoft Excel, Word, and Powerpoint
- SmartDraw
- Team Leadership & Staff Coordination
- Workflow Optimization

STRENGTHS

- Strong organizational and multitasking abilities
- Experience working in fast-paced, deadline-driven environments
- Effective communicator across technical and creative teams

EXPERIENCE

GENERAL MANAGER

Studio D3 Orlando | 2023 - present

- Oversee daily operations of a production studio, including scheduling, client coordination, and resource management
- Manage production timelines to ensure projects are completed efficiently and meet client expectations
- Lead and coordinate teams of creatives and technical staff during shoots and studio sessions
- Maintain client relationships and ensure a high level of customer satisfaction

GENERAL MANAGER

Studio Maxx Orlando | 2021 - 2023

- Managed studio bookings, logistics, and on-site operations for multiple concurrent projects
- Collaborated with clients to understand project needs and translate them into successful productions
- Implemented organizational systems to improve workflow and studio efficiency
- Supervised staff and ensured smooth day-to-day operations

STAGE MANAGER (EVENT PRODUCTION)

Mad Soul Festival | 2024 & 2025

- Coordinated stage operations for a large-scale music festival associated with Congressman Maxwell Frost
- Managed artist schedules, technical crews, and live event logistics under tight timelines
- Ensured seamless transitions between performances and resolved real-time issues during the event
- Worked closely with production teams to maintain high-quality audience experiences