

LUX YOGA

PRODUCTION COORDINATOR

CONTACT

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Toronto, ON

[Portfolio](#)

[Github](#)

[LinkedIn](#)

EDUCATION

2010-2015

UNIVERSITY OF WATERLOO

- B.Sc Honours Science,
Minors: Economics & Biology

2024

PMI INSTITUTE

- PMP Certification

2018

UNIVERSITY OF TORONTO

- User Experience Design
- Front End Web Development

SKILLS

- Project Management
- Agile Methodologies (Scrum & Sprint Planning)
- Road Mapping & Backlog Management
- Stakeholder Communication
- Customer Journey Mapping
- CRM, JIRA, Salesforce

LANGUAGES

- English - Native
- French - Intermediate
- Danish - Beginner

PROFILE

Production / Studio Coordinator and PMP-certified project professional with 3–5 years of experience supporting designers and marketing teams across web, digital, and consumer brand environments. I specialize in turning briefs into clear, actionable plans, coordinating multiple initiatives at once, and keeping deliverables on track under tight daily and weekly timelines. Highly organized, detail-driven, and tech-savvy with hands-on experience across Figma, Adobe CC, and modern project management tools. Based in Toronto, Ontario with a and fully set up for remote collaboration if needed.

WORK EXPERIENCE

- Production Coordinator** 04/2023 - 06/2025
Ascend Fundraising Solutions
 - Develop, maintain and execute project plans from planning through to implementation, deployment and post-production.
 - Worked directly with designers to review briefs, clarify requirements, and translate stakeholder requests into clear, actionable task plans.
 - Coordinated daily and weekly studio workflow across multiple design projects, applying PMP project management principles to structure tasks, timelines, and dependencies.
 - Managed overlapping projects under tight delivery windows, proactively identifying risks and maintaining on-time delivery.
- UX Designer/Web Developer** 05/2021 - 04/2023
Ascend Fundraising Solutions
 - Organized and maintained all project documentation—including briefs, asset lists, version history, and feedback notes—to ensure smooth collaboration across design, marketing, and web teams.
 - Collaborated closely with stakeholders, performance marketing, content, and sales teams to build assets that drove revenue and sales.
 - Leveraged usage data to evaluate the impact of designs, and apply learnings to the next iterations.
 - Served as the primary communication bridge between designers and cross-functional teams, consolidating and prioritizing feedback for efficient revisions and approvals.
- UX Designer** 12/2022 - 04/2023
Tank Worldwide (Contract)
 - Contributed to digital products in healthcare, aligning with user needs and regulatory constraints
 - Streamlined studio processes by improving briefing templates, intake workflows, and file organization standards, reducing rework and increasing team efficiency.
 - Performed final QA on creative assets to verify accuracy in sizing, format, copy, and brand adherence before handoff to marketing, paid media, or web channels.
 - Led UX optimization projects that improved conversion rates through data-driven A/B testing, heatmap analysis (Hotjar), and user journey mapping.
- Freelance Designer, Web Developer** 02/2017 - PRESENT
Lux Design
 - Lead end-to-end coordination on client design and web projects — gathering requirements, managing briefs, setting timelines, and ensuring on-time delivery of UX/UI designs, websites, and digital assets.