

# Christine Mahoney

## PROJECT COORDINATOR

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### Professional Summary

Detail-oriented Project Coordinator and Brand Specialist with 10+ years of experience managing assets, controlling costs, and improving workflows in fast-paced, multi-location organizations. Known for strong organization, cross-team communication, and creative problem-solving.

Proven track record of reducing expenses, streamlining processes, and delivering projects on time and within budget. Recognized for going above and beyond standard responsibilities and for turning complex information into efficient, scalable systems.

### Core Skills

- Project Coordination
- Asset Management
- Cost Control
- Workflow Optimization
- Cross-Functional Collaboration
- Process Improvement
- Brand & Content Management
- Stakeholder Communication
- Time Management
- Creative Problem-Solving
- Adobe Creative Suite (Ps, Ai, Id)
- Microsoft 365 & Remote Project Tools

### Employment History

#### Media Project Coordinator

Solaris Healthcare | 2008 - 2012, 2017 - 2025

Coordinated high-volume projects with consistent on-time delivery and adherence to brand standards and HIPAA compliance.

Managed project schedules, milestones, and resources to support cross-functional workflows.

Served as the primary point of communication between marketing, media, vendors, and leadership stakeholders.

Redesigned a customer-facing guide, reducing per-unit cost from \$40 to \$4 and saving \$100,000+ annually.

Built and maintained company-wide asset libraries with version control, reducing outdated material usage by 50%.

Streamlined request and approval workflows, improving turnaround time by 30%.

Developed a centralized distribution system that reduced shipping costs by 47% while maintaining reliable delivery timelines.

#### Media & Marketing Coordinator

Decatur Jet Center / Raquel's Wings for Life | 2012 - 2017

Managed marketing, social media, and promotional content for a private aviation company and nonprofit.

Designed digital and print materials that expanded community engagement and donor visibility.

Supported scheduling, client communication, and administrative logistics for flights and fundraising events.

Handled accounts payable/receivable with accurate tracking and invoicing.

Maintained cohesive branding across platforms to increase visibility and event participation.

### Education

#### Bachelor of Fine Arts, Digital Media Production

The Art Institute of Dallas | GPA: 3.4 | Departmental Scholarship