

CHRISTELLE VALBRUN

CHRISTELLEVALBRUN@GMAIL.COM • (954)549-8737

[linkedin.com/in/christellevalbrun](https://www.linkedin.com/in/christellevalbrun)

EXPERIENCE

RECESS STUDIOS

Los Angeles, CA

Project Manager

Aug 2022 - Feb 2024

- Managed the creative development and production of marketing initiatives servicing Nike brands, including Nike Running Club, Nike SB, Jordan, and SNKRS, consisting of experiential seeding activations and content production.
- Collaborated closely with accounts to pinpoint new business opportunities and refine existing workstreams.
- Led cross-functional teams by establishing project hubs, creating workback schedules, and delegating tasks to internal team members.
- Implemented a production tracking system to keep inventory of production materials, tracking progress, and essential vendor information.
- Updated internal and external stakeholders on project scope and key milestones, delivering reports highlighting project profitability, learnings, challenges, and successes.
- Oversaw daily staffing, resource allocation, freelance management, and contract negotiation.

CASHMERE AGENCY

Los Angeles, CA

Project Coordinator, Social Impact

Feb 2021 - Aug 2022

- Led OneOpp, social impact initiative at agency, and served as primary contact.
- Created strategic briefs for internal and external partners to guide brand strategy, social strategy, and content creation initiatives.
- Maintained OneOpp partnerships by creating quarterly newsletters, leading internal comms, and hosting quarterly sessions, boosting participation by 50%.
- Coordinated the creative development and production for a podcast mini-series in partnership with Shondaland.
- Managed content planning and influencer briefing for top beverage client, Heineken, ensuring brand alignment and strategic messaging.

Social Media Coordinator (Contract)

Oct 2020 - Feb 2021

- Led creative ideation for client social media accounts using tools like Sprout and Trello.
- Executed social campaigns, integrating competitor research insights into content strategy.

EDUCATION

B.A., Communication Arts, **Florida International University**, Miami, FL

SKILLS

Graphic Design (Adobe Creative Suite, Canva, Figma); Social Media Management (Hootsuite, SproutSocial, Trello); Project Management (Asana, AirTable, Harvest, Forecast, Productive); Production (Frame.io, Rev, CapCut)