

# Adam Gresch

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## Junior Project Manager

**Results-driven project manager with 5+ years of experience leading cross-functional teams and delivering creative projects on time and within budget.**

Proficient in Agile methodology, ClickUp, and Asana, with a proven ability to streamline workflows, improve team efficiency, and drive process improvements. Skilled in WordPress development and client communication, with a track record of increasing project success rates by 25%.

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## Core Competencies

Project Management • AGILE Methodology • Team Leadership • Workflow Optimization  
Cross-functional Collaboration • ClickUp & Asana • WordPress • Process Documentation and Improvement • Problem Solving • Client Communication • Team Building • Project Planning • Creative Projects • CRM • Slack

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## Relevant Experience

**Krends Marketing** **05/2015 – 11/2018**  
*Digital Marketing Agency*

### Operations Manager (06/2017 – 11/2018)

#### Project Manager (05/2015 – 09/2017)

- Led a remote team of 9 employees in delivering web development, SEO, and graphic design projects, ensuring on-time and on-budget completion.
- Managed 10-15 WordPress website projects annually, increasing client website traffic by 15-30% through strategic planning and quality control.
- Implemented Agile methodologies in Asana to streamline project workflows, improving team efficiency and project delivery times by 20%.
- Collaborated with clients to define project scope, timelines, and deliverables, ensuring alignment with business goals and client expectations.
- Developed and maintained project documentation, including timelines, budgets, and risk management plans.

**VALINK** **11/2018 – Present**  
*Virtual Staffing & Business Development Agency.*

### Co-founder & CEO (11/2018 – Present)

- Managed recruiting and staffing projects, for a diverse client base, ensuring high-quality candidates and client satisfaction.
- Led a team of 6 employees/contractors, fostering collaboration and accountability through effective communication and performance monitoring.
- Utilized ClickUp to track project progress, allocate resources, and meet deadlines, resulting in a 25% improvement in project completion rates.
- Conducted regular team meetings to review project status, address challenges, and implement process improvements.
- Developed and refined Standard Operating Procedures (SOPs) to standardize staffing project processes, improve team efficiency, and lower project scope time by over 30%.

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## Other Experience

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Chief Operations Officer – *BuildMySOP*

06/2024 – 12/2024

Board Chair – *Mojave Educational Foundation*

07/2023 – 10/2024

## Education

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Bachelor of Arts (B.A) - Political Science – *University of South Florida*

Associate in Arts – Journalism – *Florida State College at Jacksonville*

## Technical Skills

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**Project Management Tools:** ClickUp, Asana, Trello • Slack • Google Workspace • **CRM:** HubSpot, Pipedrive • **Website**

**Development:** WordPress, HTML/CSS Basics

## Volunteer Experience

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**Mojave Educational Foundation**

07/2023 – 10/2024

*Nonprofit Early Education School*

**Board Chair (07/2023 – 10/2024)**

- Led strategic planning and project management initiatives to advance the foundation's mission and goals.

**Bernie Sanders 2020 Presidential Campaign**

01/2020 – 02/2020

*Nevada Presidential Caucus 2020*

**Precinct Captain (01/2020 – 02/2020)**

- Managed logistics and team coordination both in advance of and during Caucus Day operations, ensuring smooth execution of tasks.