

CHRISTINA DECHECK gets **shit** done

I've embraced my inherent need to bring order to the chaos of creative environments. Leading with enthusiasm, I successfully pivot between tasks, and revel in the creation of workflows that allow team members to focus on priorities. From strategy and decision-making, to juggling all the particulars necessary to pull off a successful project, I thrive on day-to-day details and time-based project planning. After years of working as a graphic designer, project management has given me a new way to be creative and contribute to a collaborative team.

it

Coordinated over 100 event and program dates per year; collaborated with nonprofits, community organizations, and corporate partners

- Managed a multi-park litter clean up with 200+ corporate volunteers that generated \$25,000+ corporate donation dollars
- Planned, designed, and distributed marketing kits to community partners to promote programming and events
- Established relationships with local universities and corporate partners to create an enthusiastic bench of volunteers to support programming; Grew volunteer support by 300% from 2023 to 2024

Worked with agile team to transition in-person learning workshops to a virtual programming environment in less than one month

- Expanded programming sessions from 120 in 2019 to 500+ in 2020
- Managed scheduling, registration, and invoicing process for 500+ participants and 50+ mentors in 2020

Coordinated an annual four-hour fundraising gala that highlighted the talents of students, musicians, and visual artists; an evening that entertained and engaged both children and adults

- Managed check-in process for 24 purchased tables, 300+ single ticket holders, volunteers, and vendors

Project managed The Unstoppable Cup wheelchair basketball tournament

- Collaborated with Development Team to create sponsorship deliverables to raise \$58,000—a 160% increase over the previous year

Project managed, and assisted during multiple architectural, medical, product, and portrait-based photo shoots

Designed marketing materials for print and digital projects in a variety of freelance, in-house, and agency environments

skills to get **it done**

Organization, Time Management, Problem Solving

Google Drive, Microsoft Office, Trello, Jira, ClickUp, Mural, Neon CRM

Design and Creativity

Adobe Creative Cloud (InDesign, Illustrator, Photoshop)

Web and Social Media

WordPress, HTML, CSS, SEO, Mailchimp, Hootsuite, Buffer

where **it was done**

The Ability Center

Community Program Director
2022 - currently

Islands of Brilliance

Director of Programs
2019 - 2021

Flad Architects

Senior Graphic Designer
2014 - 2019

Milwaukee Journal Sentinel

Web Designer
2012 - 2013

C2

Graphic Design Contractor
2009 - 2014

Kohler Company
Northwestern Mutual
Kohl's

Milwaukee Repertory Theater

Marketing Coordinator
2007 - 2008

UW-Milwaukee

Bachelor of Arts
2003 - 2007

Google Project Management: Professional Certificate

2022

Christina has exceptional skills in logistics, coordination, and problem solving. She consistently demonstrates the ability to break down the details of a project, manage a timeline, and keep team members well informed and engaged.

Courtney Rogaczewski, The Ability Center

how to get **it**

christinadeccheck@gmail.com

christinadeccheck.com

Milwaukee, WI