Andrea Fornero

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PROFESSIONAL SUMMARY

Project coordination professional experienced in supporting multi-site programs, managing deliverables, and aligning cross-functional teams from initial requirements through production readiness and implementation. Skilled in project tracking, stakeholder communication, and developing tools that improve milestone visibility, accountability, and execution.

CORE COMPETENCIES

Project Planning & Milestone Tracking
Multi-Site Program Rollout Coordination
Scope, Deliverable & Deadline Management
Cross-Functional Project Execution
Production Readiness & Pre-Production Coordination
Project Status & Progress Reporting
Schedule Dependency & Issue Tracking
Client, Vendor & Internal Team Coordination
Project Documentation & Handoff Management
Project Tracking Systems & Workflow Automation
Agile & Waterfall Methodologies

PROFESSIONAL EXPERIENCE

PROJECT MANAGER / STRATEGIC PLANNING COORDINATOR / PROJECT COORDINATOR

ES&A Signs & Awning — Eugene/Springfield, Oregon — 2 Years

- **PROGRAM COORDINATION & EXECUTION** — Coordinated the nationwide Dutch Bros Wing Extension Program across 8 rollout phases and a supplemental add-on, supporting 892 installed sites from 1,025+ reviewed and proposals totaling $3.3M.
- **PROJECT TRACKING & MILESTONE MANAGEMENT** — Developed centralized trackers for project status, deadlines, revenue, and production readiness, improving visibility and accountability across multi-site programs.
- **CROSS-FUNCTIONAL PROJECT EXECUTION** — Coordinated Sales, Administration, Production, Engineering, Permitting, and Installation teams to resolve information gaps, manage dependencies, and advance projects through production and installation.
- **PRODUCTION READINESS & HANDOFFS** — Coordinated front-end requirements, shop drawings, permitting documentation, and project information to prepare custom sign projects for production.
- **WORKFLOW IMPROVEMENT & REPORTING** — Developed tracking and reporting tools for a 4-person team, addressing manual information gaps and improving milestone visibility and operational follow-through.

STORE MANAGER / ASSISTANT MANAGER / SALES ASSOCIATE

Calistoga Mining — Eugene, Oregon

- **SALES GROWTH & PERFORMANCE RECOVERY** — Increased overall store sales by 20% and grew sales by 50% in a product category that had previously experienced a sustained 70% decline.
- **OPERATIONAL STANDARDS & DOCUMENTATION** — Created training documents and operational standards subsequently shared by the regional manager with applicable stores.
- **TEAM LEADERSHIP & OPERATIONS** — Coordinated staff training, customer service, merchandising, sales

priorities, and daily store operations.

CUSTOM FRAMING & RETAIL OPERATIONS — Michaels Stores / Aaron Brothers Art and Framing
Santa Clarita, California; Eugene, Oregon | April 2016 – January 2020

- **CUSTOM PROJECT EXECUTION** — Translated customer requirements into finished framing projects, balancing materials, dimensions, construction requirements, and presentation.
- **TECHNICAL PROBLEM-SOLVING** — Applied hands-on product expertise to resolve project-specific challenges. Received **Excellence in Service** recognition.

ORGANIZATIONAL & VOLUNTEER LEADERSHIP

TARVALON.NET, INC. — Community Administration | December 2009 – 2020
Selected roles: Director of Marketing; Master of the Watch

- Led marketing activities and coordinated community initiatives; developed guidebooks, codes of conduct, and reference documentation supporting organizational standards and collaboration.

JORDANCON, INC. — Art and Artist Track Director | September 2023 – Present

- Lead the Art and Artist track; previous contributions include art show management, charity events, programming, and awards.

Additional Community Leadership: Dragonmount.com and other online communities; approximately 20 years of experience in administration, moderation, collaborative projects, and community management.

ADDITIONAL PROFESSIONAL EXPERIENCE

- Target — General Merchandise Associate | Eugene, Oregon | December 2021–August 2022
- Northwestern Mutual — Associate Financial Representative | Santa Clarita, California | July 2018–April 2019
- IIAS — International Internet Advertising Services | Abbotsford, BC, Canada | September 2008–March 2010
- NOVA Group — ESL Language Instructor | Koriyama, Japan | January–October 2004

EDUCATION

Professional Certificate in Project Management — Coursera, June 2024
Project planning; Agile and Waterfall methodologies

Associate Degree, Web Design & Graphics — CDI College, 2008

University Coursework, General Studies — University of Northern British Columbia (UNBC)
Approximately 3.5 years completed, degree not completed

High School Diploma — Cedars Christian School, 2001