

Marc Ashcraft

Chicago, IL 60614
marcashcraft10@gmail.com
309-721-8876

Driven and adaptable Project Manager with a passion for collaboration, problem-solving, and results. Experienced in advertising, digital events, and operations management, with a proven track record of leading teams, streamlining workflows, and improving processes to enhance efficiency and quality. Skilled in client communication, risk mitigation, and managing multiple projects while keeping teams aligned.

Skills

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Experience with Jira for project tracking and workflow management
- Agile & Traditional Project Management Methodologies
- Budgeting, Forecasting & Resource Allocation
- Risk Assessment & Mitigation Strategies
- Strong Written and Verbal Communication
- Collaborative, adaptable, and positive attitude

References

Available Upon Request.

PROFESSIONAL EXPERIENCE

October 2023 -
February 2025

Project Manager

FCB - Chicago (Advertising), Chicago, Illinois

- Lead end-to-end project management, ensuring on-time, on-budget, and high-quality delivery.
- Manage multiple concurrent projects, aligning cross-functional teams to achieve project goals.
- Collaborate with Account and Finance teams to develop annual scopes, estimates, and resource plans.
- Maintain thorough documentation, including status reports, project timelines, scopes, and forecasts.
- Foster collaboration between creative and production teams to enhance project outcomes.
- Implement workflow optimizations and process improvements to drive efficiency.

September 2020 -
October 2023

Project Manager

MedPoint Digital, Inc., Chicago, IL

- Planned and executed virtual events and digital portals for healthcare professionals globally.
- Provided technical support and troubleshooting for clients, ensuring seamless user experiences.
- Proactively identified and resolved service quality issues, enhancing customer satisfaction.
- Partnered with internal teams to improve service offerings and streamline internal systems.
- Led process optimizations that improved resource efficiency and reduced operational bottlenecks.

May 2016 - April
2020

Wrigley Field Facilities Assistant Supervisor

Chicago Cubs, Chicago, IL

- Supervised a team of 30+ crew members to manage ballpark operations and event setups.
- Coordinated logistics for promotions, marketing activations, and large-scale concerts.
- Ensured smooth game-day operations by managing facility checklists and operational workflows.
- Implemented improvements in setup and breakdown processes to maximize efficiency.

Education

Bachelor's in Health Science

University of Missouri, Columbia, Mo | May 2017