

AMY PRICE

PROJECT MANAGER | TEAM LEAD | PROCESS & AI-ENABLED WORKFLOW IMPROVEMENT

PROFESSIONAL SUMMARY

Results-driven, PMP certified Project Manager and team leader with 7 years of experience managing complex, high-volume portfolios, leading interdepartmental teams, and building scalable processes across professional services, healthcare, creative, and digital environments. Skilled at bringing structure to ambiguous situations, coordinating stakeholders across every level, managing competing priorities, and driving projects from initiation through completion and every milestone in between. Experienced in developing SOPs, training and onboarding new hires, and leading AI-enabled workflow adoption to improve efficiency, documentation, and team capacity. Recognized for clear communication, strong relationship management, and the ability to translate complex information into actionable, easy-to-follow plans.

SUMMARY OF QUALIFICATIONS

Quality & Accuracy: Met Holt Law KPIs of a 10% or lower return rate on state filings and corrections, along with set completion times by project type.

Client Reporting: Delivered regular status updates to clients and stakeholders at Holt Law, monthly reports at Attention Driven Marketing, and project updates with product approvals at Sayulita Life.

Training & AI Adoption: Trained and onboarded 10+ new hires across roles, coaching teams on independent project execution and practical AI adoption.

Remote Collaboration: Worked remotely or hybrid in every role, coordinating distributed teams and clients.

Project & Program Management: Project Planning & Coordination; Project Lifecycle Management; Timeline & Milestone Management; Requirements Gathering; Risk & Issue Resolution; Quality Assurance

Leadership & People Development: Cross-Functional Team Leadership; Stakeholder Management; Onboarding & Training; Coaching & Mentoring; Change Management; Client Project Implementation

Process Improvement: Process & Continuous Improvement; Workflow Optimization; SOP & Documentation Development

AI Proficiency: Gemini, NotebookLM, Claude, Gamma, Notion

Tools: ClickUp, Jira, Monday.com, Kollaborate, Microsoft 365 (Word, Excel, Outlook, Teams), Google Workspace, Slack, Figma, WordPress

PROFESSIONAL EXPERIENCE

Program Manager & Team Lead | Senior Paralegal

February 2024 – September 2026

Holt Law | Minneapolis, MN (Hybrid)

- Managed 100+ concurrent healthcare licensing and compliance projects and approximately 300 total client engagements, overseeing timelines, deliverables, stakeholder communication, requirements, and completion milestones from initiation through resolution.
- Led and mentored a six-person legal support team, including three direct reports, providing workload management, coaching, and professional development to strengthen team performance and independence.
- Designed and implemented 20+ SOPs, workflow maps, templates, and training resources, creating scalable project systems that standardized recurring processes and supported department growth.
- Developed and executed onboarding and training programs for new hires, guiding team members from initial training through independent project management and client execution.
- Implemented AI-enabled workflows using HIPAA-compliant tools, including Gemini and NotebookLM, to improve research, documentation, project planning, and process efficiency.
- Created standardized AI prompts, templates, and resources that reduced manual work, standardized team output, and increased team capacity.
- Managed complex stakeholder relationships across clients, attorneys, and government agencies, identifying risks and dependencies, resolving issues, setting expectations, and driving projects through completion.

- Led weekly team meetings with set agendas and tracked action items, plus weekly one-on-ones with supervisees, daily client meetings, and monthly provider networking meetings, to surface obstacles, resolve issues, and keep 100+ concurrent projects on track.

Creative Production Manager | Project Coordinator

August 2021 – January 2024

Attention Driven Marketing | US, Remote

- Managed 100+ cross-media video projects for 30+ dental companies from concept through delivery, managing schedules, milestones, revisions, approvals, and stakeholder communication across multiple concurrent campaigns.
- Coordinated multidisciplinary creative teams, including videographers, photographers, editors, writers, and actors, to ensure alignment and efficient execution through final delivery.
- Led logistics and execution for 20+ commercial production shoots, managing timelines, locations, talent coordination, transportation, and production documentation.
- Developed production workflows, project trackers, and standardized processes that improved team organization, communication, and project consistency.
- Coordinated production budgets and tracked expenses, managing purchasing decisions to maintain projects within approved financial parameters.

Creative Project Coordinator

December 2019 – December 2021

Sayulita Life | US, Remote

- Coordinated 2 website redesign and development projects with designers, developers, and programmers from planning through testing and launch, creating timelines, managing deliverables and development tasks, and delivering projects on time.
- Partnered with UX/UI designers and developers to improve website functionality, usability, and design quality while translating stakeholder feedback into actionable updates.
- Managed client communication and status updates, sent product details for approval, gathered requirements, facilitated feedback sessions, and maintained alignment between clients and project teams.
- Conducted functionality testing and quality reviews to identify usability improvements and resolve issues prior to launch.
- Supported content development and created ongoing client communications, including monthly newsletters and digital updates.

Additional Career Experience

10 Years of Hospitality & Team Management

Trained and coached new team members, managed opening and closing operations and inventory, and resolved guest concerns in high-volume, fast-paced environments. Built a foundation in real-time decision-making, shifting priorities, and staying composed under pressure.

EDUCATION

Bachelor of Science in Kinesiology | University of Minnesota, Minneapolis, MN

CERTIFICATIONS

Project Management Professional (PMP) Certificate: Project Management Institute (PMI)

Globally recognized credential in leading and directing projects across scope, schedule, budget, risk, and stakeholder management.

Google UX Design Professional Certificate

Training in user research, interaction design, prototyping, usability testing, and human-centered design principles.