

Nicholas Miller-Sanchez

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PROFESSIONAL SUMMARY

Seasoned Project Manager and Digital Media Specialist with 8+ years of experience leading impactful projects in product development, presentation design, and digital marketing. Proven ability to deliver innovative solutions that drive business success. Skilled in cross-functional collaboration, workflow optimization, and leveraging technology to streamline processes.

WORK EXPERIENCE

Bank of America, through Williams Lea

Jan. 2019 – Oct. 2024

Presentation Workflow Coordinator (Project Manager – Presentations)

Palo Alto, CA

- Directed 45+ projects monthly, driving collaboration with stakeholders to achieve a 95%+ client satisfaction rate
- Managed intake for the national West Coast branch through Bank of America's internal CRM platform, achieving 90%+ utilization, improving task allocation, and reducing turnaround times
- Streamlined desktop publishing workflows for 100+ investment bankers, accelerating high-stakes project quality and speed
- Contributed to 500+ PowerPoint projects annually, supporting Fortune 500 companies in mergers, acquisitions, and IPOs within tech, media, and telecom sectors, driving multibillion-dollar deals
- Created multi-page documents, charts, maps, icons, and other creative graphics, upgrading 1,000+ client-facing PitchBooks
- Spearheaded the reorganization and expansion of a 3,000+ iconography database, enhancing efficiency and accessibility
- Exceeded quality and satisfaction targets consistently, earning top-tier performance reviews for 5+ consecutive years

Garcon LLC

Feb. 2015 – Jan. 2019

Founder & Product Manager

San Jose, CA

- Developed a comprehensive business plan and product roadmap for a SaaS-based dining application, guiding the startup from concept to alpha testing with 50+ users, and laying the foundation for scalable growth
- Conducted competitive analysis of 55+ global competitors, identifying a \$12.5 billion total addressable market and focusing efforts on a \$300 million serviceable market of 500+ restaurants in the SF Bay Area, refining the app's value proposition
- Led UI/UX design for iOS and Android apps, incorporating 20+ unique features, more than double those of competitors
- Guided a diverse team of 7 alongside 5 industry advisors, securing a full-page feature in Software Executive Magazine
- Designed 40+ marketing assets for social media campaigns, increasing brand awareness and driving pre-launch engagement
- Mentored and oversaw 60+ interns across development, design, analysis, and marketing, delivering key project milestones

SlingShot Connections

Oct. 2018 – Dec. 2018

Digital Marketing Specialist (Project Designer)

San Jose, CA

- Partnered with clients to design digital content and stationery, elevating branding for notable events with 150+ attendees
- Implemented inbound and outbound marketing strategies, boosting event attendance and audience engagement

Gladeo

May 2017 – Aug. 2017

Marketing Intern (Content Manager)

San Jose, CA

- Crafted 80+ pieces of content for Facebook, Instagram, Twitter, LinkedIn, and Pinterest, expanding social media presence
- Executed campaigns by developing strategies, designing assets, and ensuring consistent branding across platforms

EDUCATION

University of Silicon Valley (formerly Cogswell College)

Sep. 2013 – Dec. 2017

Bachelor of Arts in Digital Media Management (Business Administration)

San Jose, CA

- Graduated *cum laude* and presented with the Outstanding Graduate in Digital Media Management award
- Directed end-to-end development of two immersive virtual reality games as Project Manager & Producer in Game Studio
- Served four terms as the inaugural President of the University's chapter of Future Business Leaders of America – Phi Beta Lambda, establishing a presence at TiEcon, TiEinfect, and the State Business Leadership Conference

TOOLS & SKILLS

- **Tools:** Microsoft Office (PowerPoint, Excel, Word), Adobe Creative Suite (Photoshop, Illustrator), Trello, Asana
- **Skills:** Product/project management, Agile/Scrum methodologies, stakeholder communication, data analysis, forecasting, strategic planning, market research, A/B testing, quality assurance, digital marketing, graphic design, data visualization