

ISIAH DANIEL PEREZ

PROJECT MANAGEMENT

CONTACT

+63 926 219 6229

dgperez01@gmail.com

<https://www.linkedin.com/in/dgprz/>

PROFILE

Dynamic leader with 7+ years in account, project, and recruitment management across marketing agency and healthcare sectors. Expert at harnessing digital tools and data insights to optimize workflows, enhance candidate experiences, and deliver high-impact projects. Proven track record in building cohesive teams, nurturing stakeholder relationships, and applying agile practices for measurable business growth in 2025.

SKILLS

- * Account Management & Client Delivery
- * Project Planning & Process Improvement
- * Social Media Marketing & Content Creation
- * Relationship Building & Stakeholder Engagement
- * Credentialing & Compliance Coordination
- * Web Administration & Site Optimization
- * Team Leadership & Training

EDUCATION

M.B.A. (Online)

Asian Institute of Management —
Manila, Philippines

Jun 2021 – Present

B.S. in Tourism Management
Polytechnic University of the
Philippines — Santa Mesa, Manila

Jun 2014 – May 2018

EXPERIENCE

Project Manager & Agency Operations

First Ascent Design — Wilmington, DE

May 2024 – June 2025

- & • Coordinated cross-functional teams to deliver 15+ projects on schedule, managing timelines, budgets, and resource allocation using Monday.com, Asana, ClickUp, and Airtable.
- Streamlined project workflows by building Asana and Airtable dashboards, reducing task bottlenecks by 30% and enhancing team visibility.
- Liaised between clients, designers, developers, and leadership, ensuring clear communication and alignment throughout project lifecycles via Slack, Discord, and Google Workspace.
- Managed daily operations, including client communications, scheduling, database maintenance, invoicing in QuickBooks, and reporting through HubSpot and GA4.
- Analyzed workflows and recommended process improvements, documenting procedures and ensuring team adherence in Notion and Google Workspace.
- Supported social media management using Agorapulse, creating graphics and copy in tools like Stripo, Handling email management in

CERTIFICATIONS

- * **Project Management Certificate** (Microsoft & LinkedIn, Nov 2023), **Career Essentials in Project Management** (Microsoft), and 15-Hour Project Management Study (**Microsoft Certified Exam**)
- * **Klaviyo** Product Certification
- * **Clickup** Expert Certificate
- * Google Analytics Certification (**GA4**)
- * **Hubspot** Marketing and Sales Software Certified
- * **Lean Six Sigma** White Belt Certification – Six Sigma PH
- * **Agile Scrum Master** Certificate - Simplilearn

Klaviyo and tracking engagement metrics in GA4.

- Maintained and managed agency and client websites, building and editing pages in WordPress, collaborating on designs in Figma, performing audits, and coordinating feature requests through project management tools and documentation in Google Workspace and MS 365.
- Processed payments and managed financial transactions via Stripe, ensuring accurate records in QuickBooks.
- Provided high-level administrative support to the agency president, managing his calendar, meetings, travel arrangements, email communications, and invoice processing to ensure smooth day-to-day operations.

Credentialing Lead | Healthcare Account Manager
Mindlance Health — Union, NJ

Oct 2021 – Apr 2024

- Processed compliance documents (background checks, references) and performed primary source verifications via Nexus, ensuring timely credentialing for healthcare talent in alignment with client requirements and project deadlines.
- Served as team POC, managing day-to-day operations and small-scale projects: monitored task progress, attendance, and productivity metrics; trained and onboarded new hires, and coordinated workload allocation to meet project milestones.
- Developed comprehensive account plans and project roadmaps: identified key relationships, revenue opportunities, deliverable timelines, and risk mitigation strategies to drive successful project outcomes.
- Acted as the main client liaison and project coordinator: managed client communications, facilitated cross-functional collaboration, and maintained real-time status updates across ATS and VMS platforms to ensure smooth project execution.
- Built and maintained strong client relationships, consistently identifying upsell opportunities,

managing client-specific projects, and ensuring satisfaction through proactive issue resolution and stakeholder management.

Talent Acquisition Specialist
Quest Diagnostics — Secaucus, NJ

Apr 2021 – Oct 2021

- Reviewed applicant submissions, sourced candidates via Boolean search, and executed targeted email and mobile campaigns.
- Scheduled and conducted phone interviews, documented responses, and screened candidates based on position requirements.
- Created and posted job content on social media; tracked performance metrics.
- Provided market and salary research, updated candidate statuses, and supported administrative recruitment tasks.

Senior Healthcare Recruiter | Compliance Coordinator
AMN Healthcare — San Diego, CA

May 2018 – Dec 2020

- Communicated job order updates, submittals, and onboarding progress to clients and candidates.
- Sourced candidates via multiple channels; utilized innovative techniques to identify hard-to-find talent.
- Managed government-mandated form verification; performed background check adjudication and uploaded documents to CRM.
- Created and published social media content for open positions; analyzed engagement and recruitment analytics.