

Silvia Jiménez Loaiza

creative project leader

based in costa rica | remote-ready | available for travel

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Project manager with 4+ years of experience leading cross-functional teams across design, operations, and strategy to deliver high impact, people-centered projects.

Skilled in stakeholder management, project planning, process optimization, and risk mitigation, with a strong focus on clear communication and collaboration. I lead with empathy and curiosity, striving to highlight the strengths and voices of every person involved in a project. Combining structured project execution with adaptability and creative problem-solving, I ensure alignment, quality, and measurable results in dynamic, global environments.

Professional Experience

Project Manager
@Imminent Studio
Aug 2024 – Present

- Lead project administration and a creative team of 10 to 15, ensuring timely delivery and operational excellence.
- Coordinate workflows across design, communications, and client management to strengthen collaboration and efficiency.
- Oversee budget allocation, resourcing, and scheduling to optimize productivity.
- Support team growth through mentorship and development feedback.

Project & Office Manager
@Instinto Estudio
Feb 2022 – May 2023

- Oversaw 30+ design and architecture projects, managing timelines, quality assurance, and stakeholder communication.
- Implemented agile-inspired workflows that improved efficiency and team performance.
- Managed procurement, scheduling, and budget tracking while coordinating external suppliers and consultants.

Design Architect & Co-founder
@BIB Design
Jun 2023 – Present

- Co-led design, operational strategy, and project management for a multidisciplinary partner studio.
- Supervised budgets and technical coordination for design projects, maintaining high standards of quality.
- Strengthened client relationships and developed innovative collaboration processes.

Human Resources Assistant
@Amazon
Jan 2021 – Jan 2022

- Supported verification processes for new hires, ensuring data accuracy and compliance.
- Collaborated with HR teams across global offices to streamline documentation and background checks.
- Gained experience in multinational operations and confidential data management.

Education

Architecture and Urban Planning Degree

@ Costa Rica Institute of Technology
(2013 – 2020)

Academic Internship in Design & Urban Planning

@ University of Malaga, Spain
(2018)

Certifications

Leading People & Change Management

@ INCAE Business School, Costa Rica
(2025)

Languages

Spanish (native)

English (B2+ professional proficiency)

Key skills

+ Leadership & Management:

Team coordination, process optimization, client communication, performance feedback, agile methodologies, change management.

+ Design & Technical

Microsoft Office Suite, AutoCAD, Revit, SketchUp, Adobe Creative Suite, project tracking tools (Monday, Notion, or similar).

+ Soft Skills

Assertive communication, strategic thinking, cross-functional collaboration, and client-focused problem solving.