

KUSHMA POUDEL

kushmapoudel5475@gmail.com | +977-9851113710 | Kathmandu, Nepal

Work Samples: <https://drive.google.com/drive/folders/1nqkPQLof45Cg3FPDhzbBKTW0eh3gDEH3>

PROFILE SUMMARY

Proactive and results-driven Project Manager with over 7 years of international experience leading cross-cultural, remote, and hybrid teams. Proven track record of managing logistics, expediting workflows, overseeing inspections, and delivering multi-phase projects on time and within budget. Adept in stakeholder communication, team mentoring, and optimizing processes for productivity. Experienced in working with global clients across Australia, the USA, Switzerland, and South Korea. Based in Kathmandu and eager to contribute to Brand Builder's mission of remote excellence with cost-effective team solutions.

CORE SKILLS

- Project Management & Team Coordination
- Logistics & Operations Oversight
- Expediting & Inspection Management
- Remote Team Management
- Process Improvement & QA Systems
- Cross-functional Collaboration
- Performance Tracking & Reporting
- Communication & Stakeholder Engagement

PROFESSIONAL EXPERIENCE

UNHCR, Switzerland (Remote)

Consultant - Internal Communication | May 2024 - Present

- Managing and delivering the OHCR newsletter, coordinating input from globally distributed teams.
- Leading internal communication efforts and monitoring campaign engagement through Mailchimp.
- Conducting workshops and collaborating with staff in Geneva, Nigeria, and Libya to streamline project updates.

SEO Agency, USA (Remote)

Content Manager | Nov 2022 - Present

- Led a remote team of 25+ across 7 countries to deliver 200+ monthly projects with a 365% productivity increase.

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- Implemented QA systems, project workflows, and progress reporting to enhance delivery efficiency.
- Collaborated with SEO and product teams to align project timelines with business goals.

Boobobutt, Australia (Remote)

Content & Operations Lead | Nov 2022 - Dec 2023

- Oversaw editorial planning, team task allocation, progress tracking, and stakeholder communication.
- Maintained logistics for publishing across four platforms; monitored milestones and optimized workflows.
- Coordinated internal team meetings and training for improved productivity and morale.

The Local Bike Shop, USA (Remote)

Project Coordinator & E-commerce Manager | Nov 2021 - Jan 2024

- Oversaw day-to-day e-commerce operations and project timelines.
- Conducted product lifecycle inspections, managed logistics, and coordinated with digital and SEO teams.

NSWITS, Australia (Remote)

Senior Content Manager | Jun 2017 - Oct 2022

- Directed content and digital project management, ensuring consistent delivery across sectors.
- Led logistics for remote teams, scheduled deadlines, and performed quality assurance inspections.

EDUCATION

MBA in Global Leadership Management

School of Management, Tribhuvan University

GPA: 3.71

MBA in Social Enterprise

Handong Global University, South Korea

GPA: 4.0

CERTIFICATIONS & TRAINING

- Foundations of Performance Management - LinkedIn (2024)

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- Managing Teams - LinkedIn (2024)
- Lean Canvas Model - HGU, South Korea (2022)
- Design Theory - Leapfrog Technology (2024)

AWARDS & RECOGNITION

- International Invitee Speaker, World Youth Conference 2016 - Presented on Goal 5: Gender Equality

TECHNICAL TOOLS

- Trello, Notion, Asana, Slack, Microsoft Office Suite
- Mailchimp, Google Analytics, SEMrush, Ahrefs
- Remote Communication Tools (Zoom, Google Meet)

LANGUAGES

- English - Fluent
- Nepali - Native
- Hindi - Intermediate