



CASSANDRA PONIATOSKI

PROJECT MANAGER

CONTACT

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📍 4142 Windward Way,
Williamsburg, MI. 49690

EDUCATION

2000 - 2003

CENTRAL MICHIGAN UNIVERSITY

- Studied toward a business Degree

2003 - 2004

**NORTHWESTERN MICHIGAN
COLLEGE**

- Associates Degree in
Liberal Arts and Science

2024 - 2025

COURSERA

- Meta Social Media Marketing
Professional Certificate
- Google Digital Marketing and
E-Commerce Professional
Certificate
- Google UX Design Professional
Certificate
- Google Project Management
Professional Certificate

SKILLS

- Project Management
- Agile Methodology
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Social Media Marketing
- Digital Marketing
- UX/UI Design

PROFILE

I have finally found my calling, Project Management. I have been managing projects in my personal life as long as I can remember. I have managed everything from our wedding to selling our home and moving into a motorhome. I started blogging about our adventures, and decided to go back to school where I found Project Management. I have updated my education and I am looking forward to a new career.

WORK EXPERIENCE

- **Rapscallion Adventures Travel Blog** 2023 - PRESENT
Owner, Creator and Manager
 - Built and Created the website from the ground up.
 - Designed all the branding and Social Media Marketing
 - Designed and build all the content for the site
- **Goodnotes Planners E-Commerce Site** 2024 - PRESENT
Owner, Creator and Manager
 - Built and Created the website from the ground up.
 - Designed all the branding and Social Media Marketing
 - Designed and built all the content for the site
- **White Birch Lodge** 2024 - Present
House Keeping
 - Cleaning and Maintaining Guest Rooms, as well as doing Laundry and making sure everything is where is needs to be.
 - I spend my time working with a team to get it all done in one day to reset the whole resort for the next week.
- **Shorts Brewing Company** 2013 - 2023
Kitchen Worker and Dough Specialist
 - Worked in the kitchen/Deli line for years in a fast paced extremely busy kitchen. I am a master of Time Management.
 - Did morning prep. Working with a Team to get everything ready to start the day. From making the list to prepping ahead for the next shift.
 - Moved to making and managing all of the pizza dough and pretzel dough for the Bellaire Brew Pub.

REFERENCE

Liz Dewey

Human Resources, Shorts Brewing Co.

Phone: (231) 498 - 2300

Email: edewey@shortsbrewing.com

Emily Dellinger

General Manager, White Birch lodge

Phone: (231) 264 - 8271

Email: emily@whitebirchlodge.com