

Evrin Peavy, MBA

Project & Operations Management | Business Process Improvement | Workflow Optimization

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Project Manager and **MBA candidate** with 5+ years of experience leading cross-functional initiatives across healthcare, digital operations, and vendor partnerships. Known for turning complex workflows into structured processes that improve visibility, accountability, and execution. Experienced in budget tracking, stakeholder alignment, process improvement, and project delivery in regulated environments.

PROFESSIONAL EXPERIENCE

Senior Executive Operations Consultant

ScholarMade Achievement Place | Nov 2023 – Present

- Manage WordPress updates, compliance documents, and digital content, creating same-day update capability and eliminating vendor turnaround delays.
- Conduct website audits and develop recommendations for content structure, user flow, and enrollment pathways to improve engagement and accessibility.
- Support the Office of the CEO by developing executive reports, compliance trackers, and policy summaries, utilizing AI-assisted tools to improve project visibility and data-informed decision-making.

Project Manager, Sales Enablement & Operations

Foundation Medicine | May 2022 – Dec 2023

- Managed a \$2.5M regional operational budget by tracking spend, coordinating approvals, and overseeing vendor expenditures to support financial visibility and execution.
- Implemented and launched Showpad from the ground up, consolidating 1,000+ assets across 3 legacy platforms into 150 core resources to improve governance, access, and visibility for 350+ users.
- Coordinated website updates, vendor deliverables, and CMS initiatives across Marketing, Compliance, Legal, and IT, reducing publishing timelines to 1–2 business days.

Project & Operations Manager

5Star Production Studio | Jun 2018 – May 2022

- Built and scaled a hands-on internship program supporting 75+ interns, developing training systems and operational procedures that produced 15–20 employee hires.
- Generated approximately 50% of studio bookings through outreach, relationship management, and partnership development, contributing to \$1M+ in annual revenue.
- Developed operational systems, training documentation, and standardized procedures that enabled the studio to scale and maintain consistent operations.
- Directed day-to-day operations for a multi-room recording studio, overseeing staffing, bookings, vendors, payroll, and facility management.

EDUCATION

MBA, Project Management & Organizational Leadership

Point Loma Nazarene University | Expected Aug 2026

MFA, Media Design

Full Sail University | 2020

MSW, Social Work

Clark Atlanta University | 2017

BA, Psychology

Spelman College | 2015

CERTIFICATIONS

Agile Leadership Specialization, Feb 2026

Google Project Management, Oct 2024

Google Digital Marketing & E-commerce, Sep 2024

Google AI Essentials, Sep 2024

ServiceNow Training, Mar 2023

Excel 2021 Advanced, Mar 2025

SKILLS

Project & Program Coordination

Business Process Improvement

Cross-Functional Stakeholder Alignment

Budget Tracking & Financial Visibility

Systems Implementation & Governance

Reporting, Metrics & Workflow Visibility