

max forsborg

(they/them)

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📍 Panhandle, SF

SUMMARY 🍃

Friendly professional with a cross-disciplinary background. Proactive and independent, but thrives in team- and collective-minded environments. Self-starter eager to expand skillset and broaden career experience.

TRAINING 🍃

The Cocktail Camp: Cocktail Certification

Blackbird Bar

Introduction to cocktails and bartending, including foundational concepts and hands-on practice behind the bar

Total Barista Course Modules

Udemy

Online modules covering fundamentals of coffee-making

EDUCATION 🍃

BA Science & Technology Studies

UC Davis

AA-T Mathematics

Napa Valley College

Studied Art & Design

Napa Valley College & San Diego
Mesa College

CAREER HIGHLIGHTS

2021–2026

Imagine Learning

Project Manager

- Managed several parallel projects with overlapping deadlines including scoping, budgeting, and hiring and onboarding of over 30 concurrent contractors
- Maintained end-to-end schedules and reports to track the status of major projects, minor product updates, and customer-reported product errors
- Led cross-departmental meetings with key project stakeholders including creative teams and product and marketing teams
- Contributed to hands-on site management in conjunction with the Digital Content Managers when deadlines were at risk
- Communicated across departments to identify underlying and emergent process deficiencies and created on-the-spot solutions
- Volunteered as the representative of the Digital Content Management department in the interdepartmental Accessibility Committee

2015–2020

StudySync

Digital Content Manager

- Managed teams of contractors for project builds, developed processes, and maintained project schedules and spreadsheets
- Spearheaded and coded several automation tools to promote consistent production, identify workflow deficiencies, and reduce costs
- Uploaded, edited, and tracked content source documents