

Nick Soderstrom

Senior project manager & operations lead

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Chicago, IL · Remote worldwide

300+ Client contracts	17,800+ Hours billed	100% Job success score	Top 1% Top Rated Plus	Since 2015 Full-time freelance
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SUMMARY

Senior project manager and operations lead with 10+ years across federal research, universities, large corporations, startups and nonprofits. I take ownership of the moving parts, projects, timelines, tools, people and processes, so leadership can stay focused on growth. Lately also shipping iPhone apps and websites by directing AI models from brief to production.

EXPERIENCE

Operations & Project Manager · Chief of Staff · Freelance, mostly via Upwork 300+ completed contracts across project management, systems and CRM setup, executive support, events and media, and web and app builds. Longest-running roles below.	2015 – Present
Digital Coordinator · SPARC.science Four years and 3,700+ hours supporting the SPARC Portal, an open neuroscience research platform.	2022 – 2026
Account Manager · OFFX · Office Experience Company Managed client relationships and kept orders on track from placement through delivery.	2024 – 2025
Project Manager · Video Production · BARBRI Tracked post-production on hundreds of video courses, managing timelines with professors and creatives.	2023 – 2024
Jr. Marketing Manager · Blackdove Art Guided clients from first touch through the sales and onboarding journey for a digital art platform.	2022 – 2024
Project Manager · Symplicity Coordinated with many colleges and internal groups to keep design projects on track for nearly four years.	2018 – 2022
Executive Assistant · Rippling Scheduling and project coordination for multiple executives.	2019 – 2020
Restaurant Manager · Pizzeria Bebu Opening-day team of a restaurant that went on to earn a Michelin Bib Gourmand.	2017 – 2018

SKILLS & TOOLS

Project & operations management Scoping, timelines and milestones · Weekly reporting and async updates · Process design and documentation	Systems & tools Asana, ClickUp, Monday, Jira, Trello · Notion, Airtable, Confluence · Microsoft 365: Planner, Teams, SharePoint	CRM & automation GoHighLevel, HubSpot, Salesforce, Zoho · Zapier and Power Automate · AI-assisted workflows and reporting
Executive support Inbox and calendar ownership · Hiring pipelines and onboarding · Vendor and customer follow-up	Events & media Zoom, OBS and livestream production · Premiere Pro, After Effects, Final Cut · Photoshop, Illustrator, InDesign	AI-directed builds, web & apps Claude Code & Grok, prompt to production · Astro sites, SwiftUI apps, GitHub Pages · WordPress, Wix, Shopify updates