

Anthuan Jimenez Lago

Project Management | Business Operations | Digital Development

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PROFESSIONAL SUMMARY

Business operations and project coordination professional with experience across architectural woodworking, hospitality and digital services. Brings together estimating, scheduling, administrative systems, client relationships and business development.

PROFESSIONAL EXPERIENCE

Current roles may overlap; dates do not imply exclusive full-time employment.

Nunez Custom Woodwork | 2026-Present

Office Manager | Project Coordination & Business Development

- New business formation, registrations and administrative support
- Operational planning and business process development
- Business systems implementation
- Website development and management
- Local SEO, online profiles and digital marketing
- Customer acquisition and contractor outreach
- Pricing and estimating
- Project documentation and client communications
- Supplier communications
- Square and business payment systems
- Branding and visual identity
- Registered-agent and office administration support

Lago Cafe | 2025-Present

Co-owner | Business Operations & Marketing

- Restaurant launch and development
- Business operations and purchasing coordination
- Branding, visual identity and menu design support
- Website, online presence and restaurant marketing
- Customer experience, feedback and reputation management
- Vendor communications
- Digital ordering and business systems

Numbat Studio LLC | 2025-2026

Founder | Digital Project Management

- Website development with WordPress and Divi
- Branding, design, SEO and digital marketing
- Hosting, domain and DNS management
- Client communication and project coordination
- Business administration and service pricing
- Digital workflow development
- Website maintenance and analytics

Authentic Wood Doors | 2023-Present

General Manager | Project Management & Operations

- General business management
- Residential and commercial project planning and coordination
- Client consultation and requirements
- Cost estimation, pricing and budget coordination
- Project scheduling and delivery coordination
- Employee and crew coordination
- Supplier and subcontractor communication
- Purchasing and materials coordination
- Proposal preparation
- Invoicing and business documentation
- Operational improvement
- Sales and business development
- Website management, digital marketing and SEO
- Customer relationship management

EDUCATION & PROFESSIONAL DEVELOPMENT

Google · Coursera - Google Project Management Professional Certificate · In Progress

University of Havana - Accounting & Finance Coursework

Santa Fe Community College - Media Arts Coursework

PROFESSIONAL DESIGNATION

New Mexico Notary Public

SKILLS

Project Management | Business Operations | Finance & Accounting | Administration & Notarial Services | Sales & Business Development | Digital Marketing | Web Development & Technology | Branding & Design | Hospitality | Construction Project Knowledge | Communication | Professional & Leadership Skills

LANGUAGES

Spanish: Native | English: Advanced