

IT Project Coordinator IT Project Coordinator IT Project Coordinator - Wells Fargo Dealer Services  
Sacramento, CA Work Experience IT Project Coordinator Wells Fargo Dealer Services - Irvine, CA  
October 2012 to September 2013 Projects include development and enhancement of Wells Fargo  
applications, software, user interfaces, as well as integrations across all IT channels Aid in  
development, execution and maintenance of Project Plans, Action Item Logs, Risk/Issue Logs,  
ensuring all deliverables are met within timeframe, scope and budget Track project deliverables  
and schedules for 8+ projects at a time Work in conjuncture with all lines of business including  
Executive Management Team, IT Project Managers, Risk Management, Quality Assurance,  
Finance, Accounting, Learning & Development, Marketing, etc. Facilitate meetings, prepare  
/distribute meeting documentation, capture action items/meeting notes and aid in any additional  
preparation as necessary E-Marketing Project Manager/ Product Coordinator Capita Technologies -  
Irvine, CA November 2011 to October 2012 Guide clients through projects from strategic conception  
to launch as well as post launch support - clients include Wrigley's, Lindt, Petsmart, McDonald's,  
Vh1, EA Sports Projects include email campaigns, website design and development, custom  
applications, tablet and smartphone sites, SEO, promotions, instant win, sweepstakes, Facebook  
Canvas Pages and Apps etc. Define and create scope definition, budget and timeline Develop  
and manage online marketing initiatives for large clients including multiple MARS brands including  
all email campaigns Work in conjuncture with website developers, designers, technical architects,  
IT and Marketing groups to drive deliverables, track and manage deadlines, liaise with end-users,  
mitigate risk and deliver with the highest level of client satisfaction. Product Coordinator:  
proprietary software development, including requirements definition, project plan, timeline, budget,  
reporting, marketing and sales activities oversight. Also includes plan for end-user website  
enhancements to support product sales, customer support and marketing. Project Coordinator Trinet  
Internet Solutions, Inc - Irvine, CA January 2011 to November 2011 Projects include mobile  
development, custom applications, website design/development, strategic consulting, Ads,  
ecommerce, Social Media Marketing, email campaigns, SEO/SEM, etc. \* Develop, execute and  
maintain detailed project plans, schedules and timelines ensuring all deliverables are met within

timeframe, scope and budget \* Work in conjuncture with website developers, designers, consultants, strategists, engineering, IT and Marketing groups, liaise with end-users, mitigate risk and deliver with the highest level of client satisfaction \* Requirement gathering, resource planning and supervision of project teams. \* Manage day to day operations of 15+ projects at a time

Marketing Coordinator Dr. Fresh, Inc - Buena Park, CA May 2010 to January 2011 Develop, execute and manage the launch of brand new products in the CPG category \* Report to and work directly with the CEO/Owner and Brand Marketing Manager \* Manage day to day marketing operations including working with various media, advertising and marketing agencies \* Work directly with the creative team to develop various email, online, print, TV and direct marketing campaigns for 4 different brands \* Coordinate and attend various medical and retail tradeshow

Education Bachelor of Science in Business Administration UNIVERSITY OF LOUISVILLE - Louisville, KY

Additional Information Technical Skills      Microsoft Project, Visio, Word, Excel, SharePoint, Outlook, LiveMeeting, Lync, PowerPoint, WebEx, Proprietary Software Programs, OnTime, Google Analytics, BaseCamp

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