

IT Project Coordinator IT Project Coordinator Creative Project Manager Hayward, CA Authorized to work in the US for any employer Work Experience IT Project Coordinator Kaiser Permanente - Pleasanton, CA July 2019 to Present Senior Content Manager Cengage November 2017 to June 2019 Manage the production process, track internal/milestone deadlines, and resolve errors in content, with responsibility of executing content plans and projects with authors, vendors, and in-house team. Hire, manage, problem solve, and intervene when necessary with content providers (authors, subject matter experts, vendors), content finishers, and production vendors to achieve project scope within quality standards Designated as the point person in training and advising colleagues on budget and schedule management Serve on multiple committees to streamline processes and create guidelines and standards, to assist the company in achieving smarter and faster procedures Resolve content bugs in JIRA pertaining to digital and print products in the marketplace, utilizing in-house and external resources as needed Senior Content Project Manager Cengage April 2013 to November 2017 Manage the digital and print production process, track internal/milestone deadlines with responsibility of executing projects with authors, vendors, and in-house team. Hire, manage, problem solve, and intervene when necessary with production vendors to achieve project scope within quality standards Designated as the point person in training and advising colleagues on budget and schedule management Serve on multiple committees to streamline processes and create guidelines and standards, to assist the company in achieving smarter and faster procedures Production Editor McGraw-Hill Higher Education - San Francisco, CA March 2010 to February 2012 Communicated with authors and editors to ensure vision of content and artwork were implemented according to the company's expectations. Proposed and executed approved budget guidelines and targets for each project by evaluating, adhering, and monitoring Hired and supervised freelancers including copyeditors, photo researchers, proofreaders, indexers, vendors for corresponding materials development Appointed as the lead person in resolving all problems, issues, and roadblocks concerning each project Maintained positive relations with freelancers, vendors, authors and sponsoring editors through on-going communication regarding project status, progress, changes and deliverables

Education Bachelor of Arts in Graphic Arts California State University - Long Beach, CA Skills Excel (10+ years), Illustrator (2 years), InDesign (10+ years), JIRA (2 years), Microsoft Office (10+ years), Project Management (10+ years), Budget Management (9 years), Problem Resolution (10+ years), Collaboration (10+ years), Vendor Management (10+ years), Vendor Relations (10+ years), Scheduling (10+ years), Coaching (10+ years), Estimating (10+ years), Outlook (6 years) Links <http://linkedin.com/in/ruthsakatacorley>

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