

PROJ/PROG Manager PROJ/PROG Manager Digital Marketing Producer/Project Manager  
Portland, OR SUMMARY Digital Producer | Project Manager | Project Coordinator with 8+ years of  
web design and development and project management/coordination. Highly skilled at Content  
Management and Project Prioritization Tools. Typically chosen as team leader and project point  
person due to communication skills, commitment to process, and documentation practices.

PROJECT MANAGEMENT web project management agency/vendor coordination team  
leadership launches and campaigns OPERATIONS organizational improvement process  
improvement/efficiency training and development technology implementation CMS/CRM  
digital marketing and publishing portfolio prioritization taxonomy / SEO / URL creation  
governance Authorized to work in the US for any employer Work Experience PROJ/PROG Manager  
NIKE (AP Professionals - ETW) - Beaverton, OR November 2018 to March 2019 Smartsheet,  
VersionOne, BOX Integrated disparate product inventory management processes from multiple  
global divisions into streamlined, consistent process Managed global project including schedules,  
deliverables, and dependencies Created and updated process and training documents Sr. Digital  
Producer | Traffic Manager Intel (Wipro BPS - OS CW) - Hillsboro, OR August 2016 to November  
2017 JIRA, ServiceNow, AEM 5/6, Acrolinx, CrownPeak, SharePoint, Workfront, Trello, OneNote,  
Adobe Creative Suite Managed portfolio prioritization and roadmaps Managed daily deliverables,  
leading global cross-functional teams; backup Scrum Master Defined scope and resourcing needs  
for content, all graphics, copywriting and other assets Refined copywriting process reducing  
turnaround time from 3 weeks to 7 days Elicited and defined site requirements; developed plans of  
action with stakeholders and team JIRA - reduced average tickets in segment queue by 50%  
Responsible for launch coordination and execution for multiple sites Training (US, India, Mexico)  
Created and published content with consistency in trademark, brand, taxonomy, and governance  
Developed Global Playbook developed processes for outlining BKM, workflows, and  
cross-functional impact points Digital Producer, Web Design, Front- End Development ANTHRO  
CORPORATION - Tualatin, OR May 2014 to February 2015 E-commerce web design, development  
and UI/UXD SharePoint, MS Project, Kentico CMS, Adobe Creative Suite, Foundation

Framework, some asp.NET      Negotiated, documented and managed ongoing priorities with stakeholders      Managed project and content development (Kentico CMS, SharePoint and Adobe Creative Suite)      Produced web and email target marketing for new page builds and updates for product launches, tradeshow, and online contests, SEO and GA      Designed and developed website wireframes, UXD, HTML, CSS, video production Technology Integration Specialist 4-Tell Inc August 2012 to March 2013      Integrate plug-ins for 250+ e-commerce sites (Volusion, Big Commerce, 3D Cart) developing plug-in to aesthetically mirror existing site; place plug-in for optimal user access and engagement with increased conversion rates      Template creation for customer emails (order and shipping confirmations)      Dashboard development for client recommendation/plug-in control Assistant Project Manager/Design & Developer Sublime Learning Inc June 2010 to September 2012      UXD, wireframes, front- end development for K-12 educational software for iPad application      Manage agile workflow and schedules using Pivotal Tracker CMS      Train sales staff and administrators to use software increasing sales close potential      Negotiate and document ongoing priorities with stakeholders      SHORT TERM FREELANCE AND CONTRACT WORK - in-between contracts/employment      ZIBA DESIGNS      ISING CHOIR      STORYBOOK GENEALOGY      RANN PHARMACY      FINE ART OF FASHION Business Owner Carma Remodeling, Inc November 2002 to May 2010      Create and distribute marketing materials, documents for sales representatives and clients      Create, develop, and maintain client, vendor, contractor, and bank relationships      Staff management (20+ employees) with training; human resources including payroll      Contract planning, preparation, and adherence      Project control - on time, on spec, on budget; hiring sub-contractors and working with clients      Form new business incorporation, multi-state business licensing, federal/state/local tax systems including quarterly and annual reports; 2+m annual revenue by end of year 2      Generate weekly, quarterly and annual sales reports including pipeline, revenue, projections      Implement Salesforce with primary focus on lead tracking and results      Accounts Payable and Receivable, 2m PNL, Statement of Accounts, employee expense reports      State level reporting and audits of revenue, payroll, workmen's compensation Education Bachelor of Science in Web Design and Interactive Media Art Institute of Portland Skills Digital Marketing

Name: Paige Smith

Email: whitegeorge@example.net

Phone: 380-702-8454x3336