

VIRGINIA A. SCIRROTTO

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c0d3.vp@gmail.com

Certified Project Manager, Certified Scrum Master, Certified Product Owner.

Full Stack Web Developer certificate from Lambda School.

Full-stack Web Developer - HTML, CSS, JavaScript, React, Redux, Node.js, Python

Work with bootstrap, ReactStrap, Weebly, Netlify, Vercel, WordPress

Proficient in Adobe InDesign.

Proficient in Windows NT, Windows XP, Windows Vista, Linux and Mac OS. Proficient in QuickBooks, VinNow, Vin65.

Google Ad Words full certification

Able to operate on a MAC and PC.

Speak, read and write in Portuguese, Spanish as well as English.

Ability to create and successfully execute marketing campaigns. Vast customer service and client consulting knowledge.

## EXPERIENCE

### 2020 • Current BudBreak Creative, Healdsburg CA

Title: Project Manager / Developer

- Responsible for implementation of Agile and implementing project management tools
- Managing tasks and team members to complete projects at hand and ultimately deliver products to clients.
- Split my time stepping in for web development when needed, mostly in JS and ASP.
- Deliver projects on schedule and within budget.
- Provide weekly reporting and schedule upcoming projects.

### 2019 • 2020 Now Serving San Diego, CA

Title: Project Manager / Scrum Master

- Responsible for implementation of Agile.
- Managed weekly sprints, and testing of products for ultimate release.
- Assured daily, open and transparent communication with the QA team.
- Managed mobile app project from Discovery, planning, execution, and closure.
- Met all role expectations, mindful of course, of time and budget allocated to the project.

- Responsible for managing Dev team for development and release of mobile app project
- Was praised for my high level of communication with the Dev team, partners and stakeholders.
- Maintained a strong sense of urgency in completing tasks, and communicated changes effectively with the Dev team.

## 2018 • Present West Wines Healdsburg, CA

Title: Marketing & Operations Manager

- Responsible for sales, marketing and maintaining social media channels
- Responsible for reporting sales, traffic to website and overall outreach to CEO • Responsible for maintaining website and creating e-blast newsletters
- Responsible for project management

## 2017 • 2018 Castello di Amorosa Calistoga, CA

Title: Special Projects & Events Manager

- Responsible for coordinating, scheduling and executing all events, including booked and wine club • Responsible for sales, marketing and distribution management
- Assisting in tasting room management and overall customer service
- Booking events and responding to all event inquiries
- Working on delivering the best events within a comprehensive budget

## 2014 • 2017 SRJC – Shone Farm Healdsburg, CA

Title: Operations and Marketing Manager

- Responsible for coordinating and running the tasting room at Shone Farm • Responsible for sales, marketing and distribution management
- Assisting winemaker
- Representing Shone Farm at events throughout the State
- Allocating Wine Club wines and coordinating Wine Club Releases
- Creating an unforgettable experience for wine club members

## 2005 • 2008 Soma Intimates, Chico's FAS Fort Myers, FL

Title: Project & Marketing Manager, Liaison to IT Department

- Direct projects from design phase to delivery to stores
- Create, maintain and oversee all production solutions, and deliver the best final product within budget. • Lead for SOX compliance and ensuring the marketing and IT tools were up to standards for auditing. • Record keeping of Soma production scheduling, store delivery and management.

## 2003 • 2005 MasTec North America Fort Myers, FL

Title: Project Manager

- Manage disaster recovery
- Oversee subcontractor agreements, end-products, and project results • Travel to work-site areas to inspect progress and compliance.

## 2000 • 2003 FindWhat.com Fort Myers, FL

Title: Project Manager and Parsing Analyst

- Manage accounts
- Ensure websites are compliant with company and legal standards • Verified that XML strings were functional
- Fixed broken links

## REFERENCES

Tim Gordon – 925-482-7229

George Sellu – 530-554-7275

Frank Begley – 917-375-6628