

# Dayne Sohn

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daynesohn.com

## Experience

**Cvent** – Jan 2017 – Present / Dallas, TX (Cvent and Lanyon merged in January 2017)

Project Coordinator

- Managed documentation for client events to ensure project deliverables met deadlines
- Led an effort with marketing and legal departments to convert Lanyon branded documents into the new Cvent brand
- Managed invoicing and billing of customers before client events
- Assumed responsibility for HTML/CSS updates to client satisfaction emails and surveys
- Trained new hires on operations and onsite procedures

**Lanyon** – Sep 2015 – Dec 2016 / Dallas, TX

Lead Retrieval Analyst

- Managed deployment and allocation of company devices at regional and international events
- Assisted event sponsors in capturing attendee info, ultimately resulting in sales leads
- Performed QA tasks on company devices and apps, ensuring software installs and performs correctly on our hardware
- Traveled to conferences and provide onsite support to over 25 clients

**Epsilon** – Sep 2014 – Sep 2015 / Dallas, TX

Business Systems Analyst

- Assumed a project management role and managed development efforts for projects ranging from 40 – 200 hours
- Built personalize responsive emails for the client using content management applications and knowledge of XSL
- Became knowledgeable about account table structure and the system architecture, understanding the data flow
- Drove projects from start to finish acting as a liaison between the client and internal technical and creative teams
- Oversaw development for a project touching over 200 web pages, managing both QA testing and client relations
- Worked with the client to manage expectations and ensure development deadlines were met on time

## Education

St. Edward's University

BBA – Digital Media Management

## Skills

HTML, CSS, JavaScript, jQuery, Sass,  
Git, SQL

## Interests

Golf, Film, Television, Gaming, Cooking,  
Travel, Tech, Music, Books, Coffee

## Certifications

Freelance Website Development  
Codecademy  
*April 2017*