



— Hello! I am —

DELIA XIONG

· project manager



☎ 416.453.8875

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ActiveCollab / HTML / CSS /
Microsoft Office and Project
/ Adobe Creative Suite
(Photoshop / Illustrator /
InDesign) / Agile & Scrum



Certificate of Project
Management
University of Toronto 2014 -
Current

Honours Bachelor of Art
York University 2007 - 2011



Yoga / TechCrunch /
Travelling / Ted Talks /
Art / Food / Photography
/ Reading / Emerging
Technology / Bloomberg
Business Week / Fashion /
Tea Latté



Work Experience (Page 1 of 2)

Project Manager at Demac Media

2014/08 - Current

- Manage and deliver large Magento and Shopify e-Commerce implementations on time, within budget and to quality
- Lead an agile team of back-end and UX developers
- Prepare all project documentations such as Project Plan, Scope of Work, Technical Requirement Documentation, Project Critical Path, etc
- Responsible for client communications throughout project execution, acting as the primary point of contact for all executional details
- Plan for and prioritize deliverables and resources from across all projects, based on scope of work and project goals
- Identify process alternatives, risks and implications for ad-hoc client requests and change requests after process close dates
- Roadmap and strategic planning of internal products that have the highest operational and business values

Select Projects

- Boathouse Ecommerce Implementation
- Purolator Magento Extension and Shopify App
- Terra20 Ecommerce Implementation
- Pink Tartan Ecommerce Implementation
- eLUXE Ecommerce Implementation
- Optimal Payments Module
- YM(Suzy Shier, Urban Planet, Bluenotes) Ecommerce Implementation

Project Manager at The Hive

2014/03 - 2014/07

- Develop and implement project management process for the agency; continuously working with agency stakeholders to improve and streamline processes
- Lead and manage solutions across various channels, including website builds, digital campaigns, apps etc - from planning through to implementation
- Provide daily direction to the internal team on weekly deliverables, hours, risks, issues, next steps, and overall project status
- Plan for and prioritize deliverables and resources from across all projects, based on scope of work and project goals
- Create and take ownership of project scope, detailed project plans, priorities, deadlines, deliverables, schedules and financials in collaboration with account team
- Lead internal post-project reviews, analysis and ongoing improvements

Select Projects

- Cadbury Bicycle Factory
- Caramilk Secret Digital Campaign
- Tresemme 7 Day Facebook App
- Tresemme Submit a Photo Tumblr App
- OLG Pro-Line Digital Ads
- Vitamin Water Interactive Display



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Work Experience (Page 2 of 2)

Project Manager at Pixelcarve

2013/06 - 2014/03

- Led interactive and print projects of various scope through planning, scheduling, and control of all project activities to achieve project objectives
- Worked closely with a cross-functional, multi-disciplinary team of resources to ensure projects are delivered on-time and on budget with complete accuracy
- Provided an accurate estimate and build a detailed critical path of the project
- Defined project scope, time and manage resource estimates, schedule, and milestones
- Effectively communicated project expectations to project team members and stakeholders in a timely and clear manner.
- Developed successful positive working relationships with, and ensures the appropriate participation of key client stakeholders and project team members

Select Projects

- Camp Manitou Website (Recipient of Silver Davey Awards 2013)
- Imax Home Theatre iOS App
- YabuPushelberg Internal Intranet
- Avenue Road Website & Digital Marketing Campaigns
- RBC Global Asset Management Digital Ads
- Island Bridal Website Built

Project Manager at Skypad (contract)

2012/09 - 2013/03

- Engaged with clients to understand business objective and delineate project requirement to develop accurate quote and timeline
- Organized and managed project team from scheduling through to completion of project to ensure product meets quality standards, business objectives and is successfully completed on time and within budget
- Managed external and internal communications between project team such as key stakeholders, engineers, QA officers, interior designers, production managers, etc
- Maintained accurate and up to date project documents such as status reports, shop drawings, project plan etc.
- Developed and monitored project timeline and budget to ensure successful project delivery; obtained appropriate business unit approvals and sign-offs
- Provided day-to-day project contact for the client; ensured the appropriate participation of key client stakeholders, client executives and team members

Select Projects

- Le Meridien Atlanta (Production)
- Le Meridien New Orleans (Production)
- Aloft Cleveland (Production)
- InterContinental Toronto (Model Room)
- SLS Las Vegas (Model Room)
- Element Vaughan (Production)