curriculum vitae

Joseph Rossi

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French, English and Spanish

PMI Member

Objective

To obtain a **project manager** position where I can lead a team of men and women aiming at **building projects** in the world of information and communication technologies.

To offer more than **12 years of experience** in information technology and project management.
To practice my established abilities in information architecture, usability and knowledge sharing.

Skills

Project management

- **Plan projects** related to information and communication technologies in order to produce the deliverable **within** defined budget, time and quality **constrains**.
- **Pilot** internet, intranet or extranet **projects** for SMEs, NGOs or large accounts.
- **Lead** and **coordinate** multidisciplinary **teams** made up of graphical designers and developers.
- **Define IT architecture** for projects developed in a timeframe of 3 to 18 months.
- **Imagine** and **conceive innovative solutions** — including eCommerce platforms — with the objective of addressing new issues
- **Listen to customers** and **analyse their needs** in order to offer relevant solutions.
- **Pay** particular **attention to details** in order to deliver high quality products
- **Learn fast** to master new technologies in order to integrate them into projects

Production (new technologies, web and media)

- **Define** and **integrate a production methodology** with the objective of controlling the development of complex projects and increasing the project team productivity.
- **Manage the production** of an interactive communication agency and **integrate innovative tools** allowing information sharing, analytical tracking of timesheets and customer relationship management.
- **Develop 2.0 websites** (XHTML, CSS, Ajax, PHP, MySQL, images and sounds).
- **Create editorial contents** for websites and animate thematic columns.
- **Draw up an editorial charter** for internet media (web, blog, e-mail).
- **Define the architecture** of a mixed IT infrastructure (PC, Macintosh et Unix) and manage it.
- **Provide support** to end users, including helpdesk, training and coaching (teams of 20 to 60 persons).

Management

- **Take part in executive management** of a SME in order to support the corporate strategy.
- **Lead the production department** of an interactive communication agency by establishing profitability objectives and billable hours management.
- **Manage a team** of twenty persons with the mission to ensure team building, stimulate the motivation and solve conflicts.
- **Recruit** and **hire** staff and freelance.
- **Lead a department** of a press group and light up the reflection on new media.

Experience

▶	**VP – Strategic Planning and Communications**	On-Board Data Systems, Mirabel, Québec	**2007 –**
▶	**Communication manager**	European Space Agency (ESA), Kourou, French Guiana	**2003 – 2007**
▶	**Freelance project manager**	Hukucha.com, Switzerland	**1999 – 2003**
▶	**Teacher in IT**	Centre suisse d'enseignement de la communication - DIRCOM, Switzerland	**1996 – 2003**
▶	**Teacher in IT, leader**	SAWI, Maison de la Communication, Switzerland	**1996 – 2003**
▶	**Production director, project manager**	Axe Communication, Switzerland	**1998 – 2002**
▶	**Expert**	Agence de la Francophonie, Paris, Bordeaux, Dakar	**1996 – 2000**
▶	**Webmaster**	*Webdo* - Ringier Group, Switzerland	**1995 – 1998**
▶	**Copy editor RP**	*L'Hebdo* Magazine - Ringier Group, Switzerland	**1994 – 1996**
▶	**Copy editor RP**	*24 Heures*, *Le Nouveau Quotidien* - Edipresse Group, Switzerland	**1992 – 1994**
▶	**Journalist RP**	*Riviera*, Switzerland	**1990 – 1992**
▶	**Humanitarian volunteer**	La Paz | Bolivie (stays in Colombia, Ecuador and Peru)	**1988 – 1990**

Education

▶	**Programme** *Développement de téléformation multimédia* (15 credits, A+)	TÉLUQ, Montréal	**2006**
▶	**Workshop** No-Nonsense Software/IT Project Management (25 PDUs)	PMI[1] - Detroit, USA	**2005**
▶	**Workshop** Project Management for Technology Project	Create - EPFL, Switzerland	**2000**
▶	**Workshop** Managing New Product Development & Production	Create - EPFL, Switzerland	**2000**
▶	**Workshop** Facilitation Skills for Technical Experts	Create - EPFL, Switzerland	**2000**
▶	**Diploma** «Journalism RP»	Centre romand de formation des journalistes, Switzerland	**1992**
▶	**Studies** in electronics	Institut de microtechnique, University of Neuchâtel, Switzerland	**1988**
▶	**Degree** in philosophy	University of Fribourg, Switzerland	**1987**
▶	**Federal maturity** type B (Latin - English)	Gymnase cantonal of Neuchâtel, Switzerland	**1984**

Computer Skills

▶	**Project management**	MS Project, Merlin	*Expert level*
▶	**Office automation**	Word, Excel, PowerPoint | Apple Pages, Keynote | Acrobat	*Expert level*
▶	**Web technology**	XHTML, CSS, Ajax | PHP, MySQL	*Expert level | Good level*
▶	**Web production**	GoLive, Dreamweaver, BBEdit	*Expert level*
▶	**Desktop publishing**	InDesign, QuarkXPress	*Expert level*
▶	**Image processing**	ImageReady, PhotoShop, Illustrator	*Very good level*

Languages

▶	**French**	Mother tongue; excellent written and spoken command
▶	**English**	Very good written and spoken knowledge («Cambridge Advanced Certificate» level)
▶	**Spanish**	Fluently written and spoken

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[1] Active member of the *Project Management Institute* (PMI) since 2005.