

**Dan Wieber**

403 NE Dekalb Ave #1 Bend, OR

503.830.8477

danielwieber@gmail.com

## EDUCATION

B.A. Business Administration, University of Oregon Eugene, OR August 2011

Marketing and Entrepreneurship Concentrations

Computer Information Technology Minor

## Project + Leadership EXPERIENCE

**Project Manager** *G5 Search Marketing*, Bend, OR October 2016-Present

- Performed as G5 brand ambassador and built relationships with new clients by seeking their involvement and guiding them through the design process to site build to completion
- Collaborated with internal and external teams by leading meetings, identifying opportunities, organizing project assets and setting clear expectations for project deliverables
- Effectively managed the scope, schedule, resources and quality of projects to hit client deadlines and adhere to G5 best practices
- Communicated potential risks to leadership team to stay within established schedule and proactively address any outstanding items that may need additional resources

**Digital Project Manager** *Solid Interactive*, Portland, OR February 2016-May 2016

- Contributed towards agency's interactive production process to establish best practices, identify gaps, improve communication and gain efficiencies
- Conducted discovery meetings with clients and developers to define project requirements, uncover potential roadblocks and provide delivery targets
- Communicated timely updates on multiple projects through daily meetings and revised plans when clients proposed a change of direction
- Engaged with clients on their needs and created wireframes to provide a visual aspect of the UX along with the written SOWs

**Project Manager** *Reliance Network*, Lake Oswego, OR March 2014-November 2015

- Directed internal and third-party developers through large-scale website builds by defining requirements, leading stand-ups, and managing project sprints through JIRA scrum boards to consistently beat deadlines
- Organized development schedule by charting time estimates and communicating needs with management to allocate resources within the corresponding teams
- Established relationships with 29+ brokerages by communicating regular updates on outstanding projects, escalating bugs and prioritizing new requests within our development schedule
- Performed QA testing before and after site launches to ensure sites were free of bugs and met client expectations

## SKILLS

- Extensive experience in Atlassian JIRA software using Scrum and Kanban methodologies
- Ability to lead, inspire and support diversified teams from planning stages to product launch
- Strong knowledge and interest in web design using HTML, CSS, jQuery
- Proficiency in Liquid Planner, Netsuite, Basecamp, Microsoft Office Suite, Google shared docs