Ethan Hunter

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**CORE COMPETENCIES**

**Senior Technical Project Manager** with 15+ years of direct experience in digital project management, staff oversight, e-commerce, software development and portfolio management. Working with major metropolitan nonprofits, professional services management firms and governmental organizations.

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| **EDUCATION**  **BA History James Madison University**  **DEVELOPMENT SKILLS**  .NET, APIs, Angular, BlueSky, Bootstrap, Brackets, C#, CSS, ColdFusion 8, Drupal Dreamweaver, F5, GIT, GIMP, Google Analytics, Google Office, HTML, JIRA JavaScript, jQuery, JSON, LMS, MS MS Office, MySQL, Node.js, Notepad++, PHP, PhotoShop, PayPal API, Plesk, Postman Project, Python, SMTP, SQL Salesforce, Sharepoint, Skeleton, TCL, TCP/IP, Typeform, WAF, Wix, Wrike, XML, Xenu, Zapier, Zendesk | **PROJECT MANAGEMENT SKILLS**   * Budgeting * Communication * Cost Analysis * Estimation * Hiring * Outsourcing * Presentation * Reporting * Risk Management * Scheduling * Excellent written and verbal communication skills |

**INTEREL — WASHINGTON, D.C. | DIGITAL STRATEGIST (CONTRACT) | 04/2019 – 08/2019**

Developing a strategic, long-term vision and work plans, including scheduled maintenance, modernization, and rebuilding, including data migration, meeting established milestones, to fulfill contractual requirements on the assigned project.

Acting as business analyst as needed; defining and documenting customer requirements, analyzing and suggesting improvements, managing and tracking changes

Communicating and meeting frequently with staff to assign work, monitor performance, conduct quality assurance reviews, offer technical expertise, and ensure technical accuracy of all deliverables

Overseeing all financial responsibility for the project including maintaining the project budget, schedules, and staff levels to ensure adherence to contract requirements

* I oversee the implementation and management and migration of multiple client websites using a proprietary CMS which allows my staff and external teams to collaboratively create these sites with a web browser interface, regardless of location or device.
* Developed, managed, and maintained several sites on a number of platforms; using Drupal, Wordpress, Sitecore. Transformed two sites while adhering to the established roadmap and successfully aligning project choices with the approved budget and timeline.
* Further, I was engaged to recruit and train a new dedicated team of digital experts, from website administrator to senior level programmers for a non-profit client. I reviewed, created and matrixed, all operational positions processes and systems and provided strategic and operational advice to the leadership.

**AMT — MCLEAN, VA | PROJECT MANAGER (CONTRACT) | 02/2018 – 04/2019**

The Association For Manufacturing Technology (AMT) represents and promotes U.S.-based manufacturing technology and its members – those who design, build, sell, and service the continuously evolving technology

**Job Description**

Leading integrated multi-team to deliver solutions, and execute the Association Manufacturing Technology product development schedule for major project releases

Handling and tracking status, progress and other critical metrics in relation to the plan and publishes progress reports to senior partners.

Maintaining release and dependency plans across American Express development teams, external partners and third parties.

Applies discretion on when to raise issues versus work through issues with the team. Resolves impediments precluding teams from making progress against plans and deadlines.

**Successes**

* Under strict timelines, I developed a new web framework for the future iteration of the AMT website and integrated it with the new backend AMS software, Salesforce, in the creation of a new enterprise level content management system
* Created a constellation of cron jobs and scripts to carefully transfer and port over legacy content between the new system backends. This included data from several several unstructured business intelligence units, outmoded PCI payments systems, which were successfully ported over utilizing best practices when it comes to PII
* Build a replacement LMS for MTUniversity, an upgrade from the existing “Wix” site to a more robust and capable CMS, again integrated with our new AMS backend.

**THE WOLF TRAP FOUNDATION — MCLEAN, VA. | WEB SPECIALIST (CONTRACT) | 08/2016 – 12/2017**

As America's National Park for the Performing Arts, Wolf Trap plays a valuable leadership role in both the local and national performing arts communities.

**Job Description**

Layout, Design, and Production of Foundation Email Marketing and Digital Collateral:   
Design web advertising, online brochures, email newsletters, digital program books, member invitations, digital signage, and other multimedia collateral.

Meet with project leads to determine scope of project. Advise project lead on strategies to reach audience/communicate message.  
  
 Coordinate with print and mail vendors and external designers in production of online and print media campaigns and other projects.

**THE KENNEDY CENTER — WASHINGTON, D.C. |WEB CONTENT MANAGER | 07/2005 – 05/2016**

The Kennedy Center is America's living memorial to President Kennedy and the nation's busiest arts facility.

**Job Description**

I managed the web operations for the Kennedy Center. I worked with internal senior staff and external stakeholders to implement strategic web projects. I was responsible for all web projects, web content and marketing, as well as daily video broadcasts and social media campaigns across the Kennedy Center’s several web properties.

**Successes**

* Successful redesign of navigation and page structure has enabled users to easily navigate a

complex portal site as well as enhanced patron success in ticket purchases.

* Directed requirements gathering and delivery as the technical lead for a mass email initiative

that saved millions of dollars for the Center by creating an internal tool to drive marketing’s

sales generation communications to patrons.

* Creative Lead for the Kennedy Center’s new media transition to HD video online, which seeks

to derive value from the numerous media assets and personalities to drive interest to the site

through the exhibition of unique content, historical video and images, and interviews with

notable personalities through our various online properties.