JUSTIN WILSON

Project Management Professional
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PROFESSIONAL SUMMARY

Project management professional with an extensive background in web development, graphic design, branding, and user experience projects. Passionate about streamlining workflows and problem-solving creatively by leveraging personal and team experience. Seeking a project management role to take on more challenging responsibilities and make a positive impact on local community.

SKILLS AND EXPERTISE

- Strong communication, analytical, and organizational skills
- Mediation, conflict resolution
- Attention to detail
- Agile methodology
- Requirements gathering
- Client relationships & interfacing
- Project management systems (Robohead, Jira, Asana, Trello)
- Meeting coordination & facilitation
- Project planning, monitoring and reporting
- Web development/graphic design, prototyping, accessibility compliance

EDUCATION

Bachelors in Web Design and Development
ECPI University, Jan 2012
GPA: 3.9, Magna Cum Laude

CERTIFICATIONS

Project Management Professional (PMP) – October 2021
Above target in all domains, renewed October 2025

Google Project Management Specialization – April 2025
Average assessment score: 93.5%

WORK HISTORY

Founder, Project Lead ✦ **Zen Fox Creative** ✦ September 2011 to Current

- Plan and manage freelance projects, offering branding, web development and design services
- Clarify requirements, estimate timeline and negotiate scope of projects
- Provide regular updates on project progress to stakeholders
- Implement client feedback in future iterations

Key accomplishments:
- Enabled clients to self-manage projects with minimal training
- Inspired confidence in clients' customer base and stakeholders
- Educated clients on web best practices, accessibility standards and web content platforms

Independent Contractor/Consultant ✦ April 2017 to May 2021

- Presented technical ideas and solutions to teams, ensuring clarity in communication
- Documented front-end technical specifications, provided accurate time estimates, and implemented new features and bug fixes
- Collaborated with clients on UX/UI improvements, emphasizing responsive design and accessibility
- Coordinated with design and development teams to maintain project schedules and scopes

Key accomplishments:
- Achieved approximately a 25-30% increase in project delivery speed by proactively resolving design and technical issues
- Fostered client retention through successful project completions, leading to repeat engagements and referrals

Lead Designer and Front-End Developer ✦ **Blue Triangle** ✦ March 2015 to June 2016

- Provided key stakeholders with progress reports, proposals, and milestone updates throughout project lifecycles
- Scoped success criteria, requirements, budgets, and deliverables across design, development, branding, and marketing projects
- Created custom marketing collateral including infographics, white papers, web graphics, trade show booth designs, business cards and much more
- Coordinated third party contractors to deliver projects on schedule, or plan/budget for in-house

Key accomplishments:
- Successfully saved approximately 1,000 billable hours per year by creating corporate branding guidelines, PowerPoint templates
- Contributed to a significant expansion of the customer base through targeted marketing research and campaigns