

## WEB PRODUCT SPECIALIST/PROJECT MANAGER

### Summary

A practiced professional with significant account management, project management and leadership experience. I excel in fostering a friendly, collaborative, team-based project environment. I am versatile with wide-ranging technical skills, having managed a breadth of projects types, from intranets with web-based custom courseware to \$1,000,000 plus corporate training initiatives. As part of my skill set, I have established strong project management skills supervising training projects for a wide range of clients. I possess excellent verbal and written communication skills with strong interpersonal skills at all levels.

### Highlights

Proficient in MS Office suite and various software applications and systems including: Microsoft Word, Excel, Project, PowerPoint and Outlook.

### Experience

Web Product Specialist/Project Manager 07/2010 to Current Als Limited

- Responsibilities/Duties: Coordinate and manage updates to the vwwebsitesource.com portal.
- Work with multiple production teams consisting of instructional designers, graphic designers, production artists, web developers, and software engineers in the design, development and maintenance of the intranet (portal).
- I manage the day-to-day needs of the training Academy instructional designers, implementing their requested training into the site.
- Have also been responsible for project management of web-based training courses.

Project Manager 04/2014 to 03/2016 Onemain (Formerly Springleaf & Onemain Financials).

- Coordinated and managed Instructor-led courses for Infiniti Sales Consultants.
- Was responsible for client communication, keeping the project on time and within budget and performed quality assurance checks on all materials.
- Worked with a team consisting of an instructional designer, and graphic designer/production artist in the design and development of six yearly courses.

Senior Project Manager 06/2001 to 07/2010 Reyes Holdings Torrance , CA

- Coordinated and managed numerous projects for commercial and automotive clients.
- Solely responsible for day-to-day client relationships with Volkswagen and American Honda, integrating proposed solutions and requested updates.
- Led production teams consisting of instructional designers, graphic designers, production artists, web developers, software engineers, and quality assurance engineers in the design and development of e-learning courses and intranets (portals).

Sales Associate 01/2006 to 03/2007 Tommy Bahama Port Orange , FL

- Responsible for greeting customers and assisting them with their high-end resort wear needs.
- Performed cashiering, stocking and inventory duties.

### Education

Certification in Project Management, University of California San Diego Extension 2001

BS : Child Development California State University City , State Child Development

### Affiliations

Currently manages an intranet (portal) for Volkswagen from its inception in 1999 that includes developing and implementing project schedules, managing all resources and performs all quality assurance checks. Serves as primary liaison, communicating with clients and training partners regarding various project requirements. Possesses strong problem-solving, administrative, and organizational skills, and is skilled in maintaining client relationships. Previously responsible for managing multi-year technology-based training projects for corporate clients in accordance with project requirements, and within scope, schedule and budget. Has led multiple project teams consisting of instructional designers, graphic designers, production artists, web developers, software engineers, and quality assurance engineers in the design and development of web-based courses, portals and learning content management software systems. Administered day-to-day project development and delivery, including determining and scheduling project budgets, milestones, and managing resources. Proven leadership skills with ability to motivate others and encourage peak performance. Managed a \$1.2 million project annually for American Honda Motor Co., Inc. and coordinated numerous projects in the production of print, multimedia and web based training materials. Team player and capable of performing independently while supporting organizational goals. Goal oriented, dedicated professional, highly motivated self-starter and decision-maker. Extremely flexible, resourceful and committed to the highest standards of ethical conduct Client List includes: Volkswagen & Audi of America American Honda Motor Co., Inc. Mitsubishi Motors North America, Inc. Nissan North America Hyundai Motor America Red Bull

### Additional Information

- Clearance Active Secret government clearance - as of 2/15/2007

### Skills

artist, automotive, budget, cashiering, com, client, clients, graphic designer, graphic, Instructor, inventory, materials, Excel, MS Office suite, Outlook, PowerPoint, Microsoft Word, Project Management, quality assurance, Sales, San