SR. WEB PRODUCER & PRINCIPAL WEB PROJECT ANALYST

Highlights

- Expertise
- Fifteen years of web project management and development experience with a full range of projects, small to large-scale on both IIS and CMS platforms. Particularly skilled in gathering business and functional requirement, wireframes, prototyping, proposals, statements of work and testing.
- Resource Management (Vendor and Staffing), managing client expectations, scope, deliverables and project timeline and budgets.
- Highly effective and trained in business communications
- Vignette, Mambo, Joomla, (CMS) Content Management Systems, as well as Learning Content Management Systems, SharePoint, Wiki, WordPress,
- HTML, ASP, PHP, JavaScript, XML (Ajax/Spry), SSI, Complex CSS, ActionScript
- All Adobe (and formerly Macromedia) Suites ranging from version MX - CS5
- Social Media, Social Networking
- Captivate, ASSIMA, Premiere, Adobe Audition, SoundBooth
- All Microsoft Office Products
- 508 Compliance, Screen Readers
- Search Engine Optimization and Reporting - Webtrends, Google Analytics

Experience

Sr. Web Producer & Principal Web Project Analyst
November 2007 to Current Cognizant Technology Solutions ï¼ El Dorado Hills , CA

- Manage the day-to-day activities, and special projects and apply BGE's user experience (UX) standards to the design, development and implementation of new content, sites and services. BGE has several Customer Self Serve (CSS) projects in progress to increase transactional services available online. BGE maintain several Internet and Intranet sites. The company is currently undergoing system platform change to SharePoint 2010, and conducting research for a redesign and overall process in order to centrally manage all sites within one BGE portfolio.
- Develop and present proposed electronic communications project plans to clients at all levels.
- Assist clients to develop, write and produce electronic communications and Web-based projects.
- Apply leadership skills to the day-to-day management of a team effectively utilizing each team member to his/her fullest potential.
- Serve as liaison between business area representatives, IT departments (BGE and CE), customer self-service teams and vendors to determine need, define scope and execute Web projects.
- Apply project management skills to create and execute project work plans, prioritize and revise plans as appropriate to meet company goals and changing needs, track project deadlines and progress, and effectively communicate progress to stakeholders.
- Manage vendor relationships and identifies resources needed within the team and assigns individual responsibilities.
- Apply understanding of customer needs, business/functional requirements, Web standards and guidelines.
- Recommend new technologies and techniques by staying abreast of current development and trends in Web technologies that would improve electronic communications and customer service.

Developer
April 2006 to November 2007 Brightview Landscapes, Llc ï¼ Mashpee , MA

- Built interactive online learning tutorials in Flash, Action Script, JavaScript, CSS, HTML and CMS. I provided exceptional service by working closely with clients and managing their interactive learning portfolio projects from concept to completion.
- Presented concepts and designs to clients for review and applied effective communications.
- Prioritized and revised plans as appropriate to meet changing needs, track project deadlines, scope and progress, and effectively communicate progress to stakeholders
- Perform quality control and review at all stages of production with client to ensure final product meets all defined requirements.

Designer
February 2005 to April 2006 Brightview Landscapes, Llc ï¼ Miami Beach , FL

- Independently manage assigned projects and work closely with team lead to ensure ensuring deliverables on-time and within budget. Worked closely with the Business Analysts to make sure projects meet necessary requirements and specifications.
- Convert print material to web pages presenting concepts and designs to clients for review.
- Prepare printable report data using InDesign for professional printers.
- Design, development and maintenance. Maintained all areas of site on IIS servers (HTML, JS, AS, CSS) handling special design requests, and site expansions and 508 compliance testing.

Designer
February 2001 to February 2005 Visual Data Systems ï¼ City , STATE

- Main contact & customer liaison to customer base providing estimates, proposals and quotes.
- Documented, scheduled, and assigned all incoming work-request tickets to team.
- Developed, facilitated and managed lifecycle of SmartMap web projects. Managed from initial request to design, presentation, scope, development into launch and maintenance.

- Achieved 100% on time project completion rate.
- Provided technical support & trouble shooting, (SEO) search engine optimization and status reporting to over 120 clients.

Education

BS : Computer Science , 2005 Howard Community College ï¼ City , State , US 2004-2005 Howard Community College, Columbia, MD Additional courses for BS in Computer Science at UMD/CP

Computer Science , 2005 University of Maryland ï¼ City , State , US 2001-2005 University of Maryland, College Park, MD Computer Science Computer Science , 1999 Franklin Pierce College ï¼ City , State , US 1997-1999 Franklin Pierce College, Lebanon, NH Computer Science Business Management , 1997 Granite State College ï¼ City , State , US 1995-1997 Granite State College, Lebanon, NH Business Management Vocational : Business Communications , 1993 Kennebec Valley Vocational Tech ï¼ City , State , US 1991-1993 Kennebec Valley Vocational Tech, Fairfield, ME Business Communications Certifications & Additional Training

Certification : HFI Certified User Experience Analyst Training * PMI/PMP Certification * HFI Certified User Experience Analyst Training (June 2015) * HFI Certified Usability Analyst

Certifications

PMP HFI Certified User Experience Analyst Training (June 2015) * HFI Certified Usability Analyst

Skills

Clients, Liaison, Css, Progress, User Experience, Customer Service, Hp-ux, Increase, Intranet, Leadership Skills, Microsoft Sharepoint, Project Management, Project Plans, Receptionist, Retail Sales, Sharepoint, Unix, Ux, Web Based, Web-based, Maintenance, Optimization, Proposals, Search Engine, Search Engine Optimization, Seo, Technical Support, Html, Training, Business Management, Cms, Content Management System, Flash, Javascript, Online Learning, Quality Control, Budget, Iis, Indesign, Internet Information Services, Printers, Team Lead, Testing, Actionscript, Ajax, Asp, Budgets, Content Management, Content Management Systems, Large-scale, Macromedia, Microsoft Office, Ms Office, Networking, Php, Premiere, Prototype, Prototyping, Software Training, Staffing, Vignette, Web Project Management, Webtrends, Wireframe, Wireframes, Xml, Parallel Method Invocation, Pmi, Pmi/pmp, Pmi/pmp Certification, Pmp, Pmp Certification, Usability