



Todd Jambon  
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# Work Experience

## **Trinity Road, LLC - Project Manager - Charlotte, NC - Jan. 2013 - Aug. 2014**

- Used Agile methods to manage projects for Information Technology and Operations Departments
- Managed three large projects at once: transition to new ecommerce web platform, Apprise ERP Software, and new internal administrative website
- Worked with Apprise Account Manager to budget company's custom modifications to Apprise
- Managed and triaged work for our helpdesk ticketing system
- Scheduled and conducted meetings with managers, VPs, and CEO
- Became proficient in and served as main on-site support for new software and web platform
- Performed front-end web development for IT team
- Tested and resolved issues for software and websites used by the company

## **Temp. Work - CA and NC - November 2009 - July 2011**

### North Carolina

#### **Comforce Staffing**

- Scheduled interviews around the U.S. for Eaton Corporation
- Reorganized filing system for McGill and Associates Civil Engineering

### California

#### **Legalzoom.com**

- Aided in account auditing for forthcoming tax audit by checking database information versus customer accounts

#### **BBC America**

- Aided in reorganizing/relabeling the archive tape library by checking tape content versus computer records

## **LIS Translations - Project Manager - Brooklyn, NY - Aug. 2008 - Sept. 2009**

- Managed up to 15 translation/interpreting projects at a time, providing clients with document translations, court transcriptions, and on-site interpreters for both spoken language and American Sign Language
- Worked with large clients, such as: NYC Public Schools, large law firms, and the FBI
- Researched for and hired new freelance translators/interpreters
- Marketed company to procure translation projects, such as a \$12,000 contract for the Fire Department of New York and five new ASL contracts

## **Biltmore Forest CC - Shift Manager - Asheville, NC - April 2000 - March 2008**

- Managed team of three cart attendants on closing shifts
- Aided in planning and running of 15 golf tournaments each year, managing starting times and pace of play

## **Elon University - Elon, NC - 2011-2012**

- Master of Arts in Interactive Media*
- 3.65 GPA

## **Western Carolina University - Cullowhee, NC - 2001-2005**

- Bachelor of Science in Mass Communication: Print Media*
- Minor in English: Professional Writing*
- Summa cum Laude, 3.96 GPA*

# Education

# Skillsets

- Adobe Creative Suite 5.5 - Flash (AS3), Photoshop, Illustrator
- HTML5, CSS3, JavaScript, MooTools, working with ColdFusion framework
- Microsoft Office Suite