TECHNICAL PROJECT MANAGER

PROFESSIONAL EXPERIENCE_____

CROWD FAVORITE (Denver, CO)   June 2011 – Present
Senior Project Manager
http://crowdfavorite.com

Crowd Favorite is a digital agency, building custom websites and web applications ranging a broad-spectrum in scale and size – from the 20-hour projects to 2,000-hour projects. Working closely with the executive team heading our project management division, I:

- Support business development with initial scope evaluation, high level estimates, and proposed planning/design/implementation/management/closing approaches to best fit the requirements
- Manage roughly $2.8M annual portfolio budget
- Manage the lifecycle for multiple concurrent client projects including initial requirements gathering, planning, designing (including UI, UX, interactive wireframes), development phasing, quality assurance, site/app delivery, and retainer services for ongoing support
- Coordinate resources across a distributed team for a range of services, including long-term projects and short-term maintenance demands
- Utilize development best practice methods including Git-Flow, GitHub flow, SASS, Capistrano deployment, nginx, and open source technologies
- Increased annual revenue 20% in 2013 through transition of successful projects into maintenance support contracts

    Clients include: Phish, Disney, National Geographic, NIH, The Pioneer Woman, Starz

ORBIT DESIGN (Denver, CO)   August 2007 – June 2011
Project Manager
http://orbit-design.com

Orbit Design, a digital design firm, specialized in services for small to mid-size companies. As their sole project manager, I:

- Implemented and managed a system that integrates business development, operations, and account management with project management processes, saving the company an average 14%, or $72k, annually.
- Managed 12 to 20 projects at any given time procuring the company roughly $450k in productivity gains.
- Managed business operations, including sales and marketing, monthly financial statements, and balancing the entire business schedule.

Euro RSCG 4D Impact, Havas Worldwide (Atlanta, GA)   September 2005 – July 2007
Regional Field Manager
http://www.havasworldwide.com/

4D Impact, a branch of Euro RSCG of Havas Worldwide global advertising agency, leveraged its Wallboard Program where field service employees supply medical offices, day cares, and health clubs with advertisements and samples. Working as the Regional Field Manager, I:

- Managed 30 of these merchandising employees, as well as communications with the venues in the Northeast region

- Measured team performance through daily, weekly, and monthly reporting exceeding contractual requirements of 96% monthly completion rate with a 99% average, providing clients with over 200 additional ad placements and exposure.
- Was responsible for HR management, which included interviewing, hiring, firing, training, auditing, and monitoring payroll services.

HOME DEPOT REFACING (Atlanta, GA)   November 2004 – September 2005
Market Lead Specialist

Quality Doors, a division of MASCO, provided cabinet refacing contract services to The Home Depot (THD) requiring a specialized marketing approach to retail associates and to the residential end customer, through a Market Lead Specialist that:

- Collaborated with THD to increase lead production by 20%.
- Managed outsourced advertising campaigns, which delivered $750k additional revenue in 2005.
- Measured sales performance, conducted marketing research, analyzed results, and provided monthly status reports and quarterly recaps.

Promoted from Sales Consultant   October 2003 – November 2004

- Achieved above average sales of cabinet refacing in home residences, with a 20% average closing rate, providing $520,000 in annual sales.

EDUCATION_____

- **MS, IT & Project Management**
  Colorado Technical University – 2012
- **Project Management Professional (PMP) certification**
  Project Management Institute (PMI) – 2011
- **BA, Art**
  Virginia Tech – 2003

SPECIAL ABILITIES_____

- Dynamic web development project management: HTML5, JavaScript, SASS, CSS, Object-Oriented Programming, PHP, jQuery
- Server technology management: nginx, Apache, Capistrano, .NET, MySQL, MSSQL, sFTP
- Analytics and tracking: Omniture, Google Analytics
- Digital communication: Microsoft Office (Word, Excel, PowerPoint, Outlook, Publisher), Google apps (docs, sheets, presentations, shared calendars, gmail, hangouts, video conferencing), Skype, Basecamp, JIRA, GitHub (issues, wiki), SifterApp, Microsoft Project, and Visio
- Project management: PMBOK processes, Waterfall, Agile-Scrum, Iterative, Microsoft (MS) Project – Gantt chart documentation
- Design support: Photoshop, Illustrator, Sketch, and Pixelmator
- Interpersonal skills: Excellent written, verbal communication. Ability to learn quickly, juggle projects, and work collaboratively as well as independently