

EXPERIENCE

Smallspark.com Owner, May '09 - present

- Freelance Web Development and Graphic Design.

Radian Guaranty, Multimedia Design Consultant, October '09 - January '10

- Gathered & analyzed business requirements to create information architecture for SharePoint subsite.
- Analyzed & compiled potential SharePoint Web Parts for future site enhancement needs.
- Designed 11 animated banners, 14 photo banner templates, organized/retouched event photographs.
- Created low-fidelity user interface prototypes & wire-frames.

Radian Guaranty, Portfolio Manager, May '09 - October '09

- Configured, administrated & trained employees on Daptiv PPM.
- Part of an eight-person team responsible for creating new departmental PMI & Agile/Scrum based workflows.
- Wrote customized version of the Daptiv PPM employee-training manual for Radian-specific processes.
- Programmed Daptiv reports in the Advanced Report Builder / Cognos / MySQL.

Digitas Health, Interactive Project Manager, November '07 - May '08

- Managed interactive projects for pharmaceutical companies.
- Responsible for managing projects with operating budgets up to \$1M.
- Prepared project estimates and statement of work documentation.

Comcast Interactive Media, Operations Analyst/Project Manager, May '06 - November '07

- Produced weekly Executive Governance Board to review rolling statuses of 50 - 90 ongoing projects.
- Configured, administrated & trained CIM employees on Daptiv PPM.
- Part of a four-person team responsible for creating new departmental PMI processes & Agile/scrum based workflows.

Comcast Interactive Media, Video Specialist, October '03 - May '06

- Facilitated processing over 45,000 video submissions from over 40 new content partners in newly formed video department.
- Wrote all support documentation to increase partner success rates on quality standards and successful submission processes.
- Increased departmental efficiency by 50% through automating partner submission process with thePlatform.
- Worked with the software engineering teams to evolve Comcast's custom extensions to the CMS.

Global Education Network, Web Producer, May '01 - March '02

- Successfully coordinated asset integration on over a 190 animated class modules comprised of Flash, video, audio, & HTML assets to meet critical weekly deadlines for online based college level interactive multimedia courses. Authorized to sign-off on final assets & final integrated class modules.
- Developed a process to track current status of all assets across departments during their lifecycles.
- Worked closely with the technology team to automate the media integration process.

CERTIFICATIONS:

Microsoft Project - 2008

Scrum Master Certification - 2007

Dale Carnegie Development Series: Effective Communication -2007

Digital Media Compression Certificate, DMA – Stanford University 2005

EDUCATION

Temple University/Tyler School of Art January 2003 - Focus: Graphic Design/Digital Media

SKILLS

Software:

Photoshop
Illustrator
Fireworks
Flash
Final Cut Pro
After Effects
Textmate
Coda
Expresso
Word
OmiGraffle
Powerpoint
Project
Excel
Visio
Hype

CMS:

Daptiv PPM
thePlatform
Wordpress
SharePoint

Programming:

Proficient:
CSS2
HTML4

Familiar:
CSS3
HTML5
Actionscript 2
Cognos

Learning:
Actionscript 3
Javascript (Jquery)

Additional Skills:

Concept / Ideation
Project Management
Information Architecture
User Experience
Social Media
Light SEO
Light Sys Admin