

Experience

Corbis**Project Manager**

October 2001 –April 2004 New York, New York

- Responsible for all aspects of the development and deployment of internal and external web applications.
- Projects ranged from complete redesign of external website to critical company wide systems upgrades.
- Led international systems and project teams in the Americas, Europe, and Asia.
- Used both Rapid Application Development methodologies and the Corbis Rational Unified Process.
- Worked with business leaders, analysts, and developers to determine project scope and schedule.
- Maintained all documentation and led Senior Executive Leadership team meetings.
- Responsible for all members of the project team to make sure projects were on time and met requirements.
- Successfully delivered projects that met required specifications and were on time and on budget.

The Stock Market Photo Agency**Web Coordinator**

September 1999 – October 2001 New York, New York

- Responsible for coordination of all Web projects involving offices in six European countries.
- Projects ranged from online contests to full E-commerce.
- Duties included creation of project status reports, creation of HTML and ASP files, maintenance of existing files, and implementation of translations received in French and German.

Alliance Theater Company**Buyer/Bookkeeper**

November 2001 – June 1999 Atlanta, Georgia

- Responsible for ordering, purchasing, and acquiring all items used by the Scenic department of the Alliance Theatre.
- Additional responsibilities included maintaining a system of inventory, tracking all purchasing records, and assisting in the installation, load in, and strike of scenery

The Ad-Action Group**Print Coordinator**

September 1997 – November 1998 Atlanta, Georgia

- Oversaw progress of print ads in an automotive advertising environment from inception to press with heavy client contact.
- Worked closely with the graphic design department to achieve goals.
- Contacted newspaper representatives on a regular basis, modified ads using Adobe Illustrator and QuarkXPress, and sent ads via modem using AP Adsend.

DeFalco Automotive Advertising**Print Coordinator**

April 1997 – August 1997 Orlando, Florida

- Oversaw progress of print ads in an automotive advertising environment from inception to press.
- Worked closely with the graphic design department to achieve goals.
- Contacted newspaper representatives on a regular basis to achieve company goals.

Education

BA - History. *Graduated with Honors* • University of Central Florida • Orlando, FL

Includes Double Minor in French and Asian Studies

☐1996 - President of Phi Alpha Theta Historical Honor Society, UCF chapter

☐1995 - Vice-President of Phi Alpha Theta

Skills

MS Windows OS (2000, XP), Macintosh OS (7.6.1 - 10.3)

MS Project, MS Visual Studio .NET, MS SQL Server, Visio, Onyx, Excel, Word, FrontPage, BBEdit, Photoshop, Illustrator, Homesite

HTML, ASP(.NET), Transact-SQL, XML

References available upon request.