

Senior Consultant, Site Content & Creative Project Manager

- Experienced Project/Content Manager with demonstrated success in content development and delivery
- Outstanding team leader with extensive project and personnel management experience
- Drives process design and manages team transformations effectively
- Track record of delivering Web marketing and Enterprise Portal projects on-time and on-budget

Expertise

| | | |
|----------------------------------|----------------------------|----------------|
| Organizational Leadership | B2B / B2C | Sitecore CMS |
| Project Management | Personnel Management | SharePoint CMS |
| Business Analysis | Digital Content Management | Teamsite CMS |
| Business Process Transformation | Multimedia Production | Edison CMS |
| Content Development & Editorial | MS Project | JIRA |
| Cross Functional Team Leadership | MS Office | Slack |

Key Professional Accomplishments

- Recognized award winner for teamwork, leadership, and interpersonal communications skills throughout career, including “Beyond Diplomacy,” “Lean On Me,” and “Under The Radar” awards while supporting Microsoft Partner Network and OEM Partner Websites.
- As Senior Consultant Project Management and Editorial Team Lead for Microsoft OEM Partner Websites oversaw complete team transition and met or surpassed our base SLA of 95% 10 of the 12 months we were on the project.
- Managed 100% on-time content delivery for multiple B2C and B2B sites as Senior Web Producer for AT&T.
- Led web content team consisting of 15-25 content managers and coordinators in successful editorial repositioning and SharePoint Content Management System migration for Microsoft Partner Network.
- Revised the editorial voice of beyondsoft.com on special project serving as Editorial Project Manager. Worked closely with developers to define site templates, SEO, and execution. Also created and implemented the website editorial style guide.

Employment

Senior Consultant, Editorial Project Management – Microsoft OEM Partner Websites (via Beyondsoft)

Microsoft Corporation, Redmond, WA – 2016-2018

Responsible for the creation and maintenance of publishing schedules, production queues, content cycles, and site maintenance tasks. Managed personnel and tasks to fulfill all project deliverables on time and within budget.

- Collaborated cross-functionally with clients and teams to define and deliver web content to an international audience.
- Directed leadership meetings and determined training needs to assist staff to achieve project and personal work goals.
- Wrote, edited, and managed web and marketing content, including blogs, newsletters, SEO, and social media.

Senior Creative Editorial Web Producer – AT&T B2B Devices (via KForce)

AT&T, Bothell, WA – 2014-2016

Led end-to-end Web marketing efforts for new device launches across multiple customer facing and B2B sites.

- Managed 5-member team successfully providing deliverables on schedule.
- Developed and managed Web marketing projects in coordination with product launch of mobile phones, tablets, and other wireless tools including the Apple family of phones and tables, the Samsung Galaxy products, and LG devices.
- Worked cross-functionally with stakeholders across the enterprise to ensure marketing materials were synchronized with go-to-market events.

Lead Editorial Project Manager – Microsoft Partner Network (via Allyis)

Microsoft Corporation, Redmond, WA – 2011-2014

Led a team of 15-25 content managers and content coordinators in all aspects of producing content for the Microsoft Partner Network site.

- Managed all aspects of site production and maintenance including work back schedules, production queues, content cycles, and other tools.
- Oversaw fulfillment of all site development and deployment tasks and projects.
- Led the bi-weekly Global Operations triage meeting to define project workflows.
- Led weekly sync meetings to monitor and report any concerns with website.
- Worked with the Site Manager and Production Lead to communicate updates and information to subsidiaries, stakeholders, and team members.
- Led team to exceed client and customer expectations.

Editorial Project Manager – Microsoft Partner Network (via Allyis)

Microsoft Corporation, Redmond, WA – 2006-2011

Successfully managed projects, content, promotional and marketing requests for areas of the Microsoft Partner Network website.

- Owned and maintained the website content cycle from end-to-end. Created and maintained work back schedules and deliverables, and managed team members.
- Provided guidance to clients regarding the website and its capabilities to effectively deliver client messaging.
- Utilize my skills in the development and implementation of marketing plans based on client requests and data analysis.
- Created page mock-ups and previews, overseeing the creative and production processes to complete projects.
- Provided Business Intelligence reporting and statistical reviews of projects to determine next steps.

Earlier Career

Writer, Producer, Director – Video Production

The Baseball Club of Seattle (The Seattle Mariners), Seattle, WA – 2004-2006

Writer, Producer, Director, On-Air Manager, Video Production

KCPQ-TV, Seattle, WA | KDFW-TV, Dallas, TX | KIRO-TV, Seattle, WA | FOX Sports Northwest, Seattle, WA (1991-2004)

Education and Certifications

Bachelor of Arts in Communication, Edward R. Murrow School, Washington State University, Pullman, WA

Project Management Certification Program, Bellevue College, Bellevue, WA

Introduction to Project Management Certificate, Bellevue College, Bellevue, WA

Project Management and Scheduling Techniques Certificate, Bellevue College, Bellevue, WA

Continuing Education in Project Management, Presenting, Consulting, Team Leadership and Training

Awards and Recognitions

Beyond Diplomacy Award - For Outstanding Leadership and Cooperation

Lean On Me Award – For Teamwork

Under The Radar Award – For Delivering High-Value Content for Multiple Clients, Efficiently and Effectively

Golden Matrix Award - International Display and Entertainment Association

Soundie Award - Regional Radio Production

Emmy Award - Regional Television