

PRODUCER ROLES

- Confident decision maker with broad base of experience for selecting appropriate technologies to achieve desired results for clients.
- Responsible for writing initial statements of work (SOW) and budgets to bring business in the door.
- Responsible for all aspects of development including creative and functional requirements, scheduling and management, budget tracking, status reporting, risk reduction and stakeholder expectation management.
- Microsoft Project and Visio for project tracking and resource allocation. Adaptable to your environment to produce Gantt charts, dependencies, UI/UX, wireframes and mockups.
- Capable of preparing and leading meetings in order to maintain rapid application development strategy.
- Committed problem solver. Constantly broadening knowledge. Thirst for collection and presentation of “just-in-time” research, encouraging clients' sense of investment in the process.
- Proactive management of change orders with strong attention paid to delivering customer service.
- Review all deliverables for quality assurance and final approval.

GROWTH AREAS

- ✓ ArchivesSpace training received
- ✓ Archivists' Toolkit training received
- ✓ Augmented reality with Apple ARKit

TECHNICAL & CREATIVE ROLES

- Adobe Creative Cloud (Photoshop, InDesign, Illustrator, Bridge, After Effects, Dreamweaver) plus Adobe XD for UI/UX rapid prototyping use cases.
- Proof / hand-optimize HTML, CSS and XML for global template deployment, with an eye for coding standards. Some JavaScript familiarity aids to fix bugs.
- Sensible graphic optimizing techniques.
- Knowledge of SSL, merchant gateways, TeleCheck, and e-commerce carts.
- Ability with search engine optimization (SEO), syndication (RSS), viral marketing concepts and best practices.
- Hands-on experience creating SQL with minimal PHP (Joomla, Drupal CMS)
- Final Cut Pro, AVID, Premiere (best) Compression and transcoding expert (Adobe Media Encoder, Handbrake, Unix home brew i.e. proprietary)

RESEARCH INTERESTS

- Nielsen insights for media planning.
- X.R. (Augmented & Virtual) animation.
- Blockchain for Identity Authentication.

GENERAL

Both Apple and Windows. Some Unix. Word, Excel, Powerpoint, Acrobat, PDF, Filemaker Pro, Apache OpenOffice, Team collaboration set-up (Slack, Trello, Basecamp, Google Suite). Type 80+ words per minute. Strong original copywriting and proof. Comfortable being “last set of eyes”. Excellent Spanish; studied abroad in Spain.