

## Product & Project Management

**Extensive technical experience managing and translating long-term product vision into tangible, actionable plans.**

Detail-oriented, results-driven leader with a track record of driving innovation and product development from concept to launch. Proven success in delivering customer-centric software products and managing digital projects on time and within budget. Ability to define strategies that align with value creation to ensure exceptional product experiences. Strong background in software development to communicate with cross-functional production teams. Adept at developing and executing a web strategy that aligns with business goals. Committed to forging meaningful relationships with colleagues and clients, while making a positive impact on people's lives through purposeful product management.

## Areas of Expertise

- Strategic Planning
- Waterfall + Agile Methodologies
- Certified Scrum Master (CSM)
- Web Development
- UX Design + Research
- Creative Problem-Solving
- Team Leadership
- Stakeholder Communication
- Client Success

## Accomplishments

- Catered to major clients, including a prominent international development organization, various distinguished members of Congress, multiple congressional committees, several trade associations, a sizable healthcare corporation, and numerous 501(c)(3) and 501(c)(4) organizations.
- Lead website construction project for Executive Vice President of a major Fortune 100 company.

## Career Experience

### Freelance, Remote

**Mar 2023 – Present**

Web Consultant, Part time

Leverage strong technical expertise in design and development to offer website redesign services, technical support and website management using CMS platforms. Provide customized video tutorials to empower clients for self-sufficient site administration. Ensure clear communication and utmost clients' satisfaction with the final product.

### Engage, A Forbes Tate Partners Company, Washington, D.C. / Remote

**Oct 2019 – Mar 2023**

Senior Digital Project Manager, Full time

Spearheaded end-to-end management of technical web projects, while adhering to timelines and budgets, and applying a range of management methodologies. Aligned product strategy with client needs and provided ongoing feature updates. Liaised with cross-functional teams to gather and transform requirements into innovative product solutions using industry-leading tools. Informed all design processes with comprehensive user research methodologies, encompassing user interviews, competitive analysis, persona creation, and card sorting by leveraging behavior analysis tools. Oversaw product design and development throughout the entirety of project lifecycles. Engaged with major players in the tech industry and fostered strategic collaborations for a prominent Fortune 100 tech company. Maintained effective coordination and communication with stakeholders.

- Delivered training and guidance to junior team members on management strategy and UX design principles.
- Ensured WCAG compliance and conducted thorough cross-browser and quality assurance testing to enhance product usability.

- Maintained strategic awareness through all stages of external client and internal team coordination to ensure that work meets standard of quality and aligns with client goals.
- Consistently achieved project objectives and earned numerous accolades from clients for delivering user-centric solutions that exceeded expectations.

## Additional Experience

### Right Proper Brewing Company, Washington, D.C.

Feb 2015 – Oct 2018

Bartender / Shift Leader, Full time

- Delivered exceptional communication and meticulous service within a dynamic, high-volume work environment.
- Earned Employee of the Year Award in 2015 and 2017 for outstanding contributions and dedication.

## Key Projects

- **Beer Diary** – [Demo](#) | [Front End](#) | [Back End](#) : Developed a web application that empowers users to record their favorite beers by harnessing a searchable database comprising American breweries. Constructed custom RESTful routes, employed React.js for frontend features, and facilitated comprehensive CRUD operations on a local PostgreSQL database. Integrated JWT password authentication and third-party API calls, including Google Maps and Open Brewery DB.
- **TRI With Skye** – [Demo](#) : Created a tailored digital business platform using Squarespace, while preserving the client's distinct brand identity. Conducted comprehensive Content Management System (CMS) tutorials to equip administrators with skills necessary for independent site maintenance.
- **Landing Page** – [Demo](#) | [Code](#) : Crafted a web layout using HTML + CSS Flexbox, achieved responsive designs through media queries, and incorporated vector graphics created from Sketch.

## Certifications

Certified Scrum Master (CSM), Scrum Alliance

Technical Certification in Software Engineering, Flatiron School

Certified EMT-B in Basic Life Support, National Registry of Emergency Medical Technicians

## Technical Skills

WordPress, Squarespace, Wix, Figma, InVision, Sketch, Google Analytics, Google Search Console, Google Data Studio, HotJar, HTML, CSS, JavaScript, React, Ruby, Ruby on Rails, PostgreSQL, SQLite, MySQL

## Affiliations

Gays & Lesbians in Foreign Affairs (GLIFAA), Member, 2021 – Present

## Languages

English, Fluent | Spanish, Intermediate | Italian, Beginner