

## EDUCATION

W3Schools Online Web Training  
Atlanta, GA  
2011

Project Management Professional (PMP)  
Training  
Atlanta, GA  
2008

Southern Union  
Associates Degree  
Auburn, AL  
1998

## EXPERIENCE

Project Manager - Web Content

The Coca-Cola Company / Atlanta GA, 2012 - ongoing

- Project lead, web quality assurance, and HTML support for Global Intranet
- Hand-coding HTML support and copy editing
- Photoshop image manipulation and sizing for web
- Created daily layouts based on client requirements and user experience needs
- Daily intranet maintenance and CMS publishing
- Site check monitoring performance, functionality and design
- Manage client expectations, anticipates operational and tactical risks while tracking them
- Document and archive project activities, deliverables, tools and findings for future projects

Web Project Manager

Ester I. Wilson, LLC / Atlanta GA, 2009 - ongoing | [www.jamesdardenart.com](http://www.jamesdardenart.com)

- Wireframing and UX research for special projects
- Research and develop wireframes for custom web application based on application description
- Submit website wireframes after careful QA and attention to detail on all application specs
- Image manipulation and UX support
- Resize graphics in support to lead designer, running batch processes as necessary
- Graphic and image preparation for JavaScript integration
- jQuery control research for appropriate user experience

Project Manager

KB Home / Atlanta GA, 2004 – 2008

- Maintain schedule, production outlines, and deadlines for multiple accounts
- Responsible for planning and directing all business related functions on a daily and long term basis
- Effectively communicate project expectations to team members and clients
- Direct all company policies and implement realistic, competitive objectives

Project Manager

Independence Construction / Virginia Beach VA, 2002 – 2003

- Develop a business plan and budget for all accounts
- Supervise direct managers and vendors ensuring quality, cost, and schedules are maintained
- Project budgeting and cost containment
- Negotiate with senior management and vendors to ensure support for the project plan and resources

## SKILLS

Software:

Photoshop  
Illustrator  
Stellent CMS  
Rally  
Wordpress  
Firebug  
MS Office Suite  
- Word  
- Excel  
- PowerPoint  
Visio  
Filezilla FTP client  
Dreamweaver

Web:

CSS  
XHTML  
Web standards  
Web design assistance

Learning:

Actionscript  
Javascript  
jQuery