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OBJECTIVE

To be a valuable member of a team that builds best-in-class digital experiences

PROFESSIONAL EXPERIENCE

CCM Marketing Communications

New York, New York

May 2011 - Current

Digital Project Manager

- Represent agency at client planning meetings to shape digital marketing strategies
- Develop schedules and budgets and ensure that projects stick to them
- Manage outside vendors and internal resources for projects ranging from video production print, experiential, to digital
- Lead design and development role in multiple agency and client websites

American Language School

Chiba-Ken, Japan

EFL Teacher

Oct 2008 - Mar 2011

- Manage classroom and ensure retention of students at private English conversation school
- Develop lesson plans and activities to make English stick
- Evaluate student progress and generate reports cards with grades and comments

SKILLS

HTML5	Git	Word	YouTube
CSS3	CodeIgniter	AdWords	Video Production
PHP	Photoshop	Facebook	New Media
MySQL	Illustrator	Twitter	SEO
JavaScript	Powerpoint	Instagram	Promotions
WordPress	Excel	Pinterest	Email Marketing

SELECTED WEB DEVELOPMENT/DESIGN PROJECTS

Project Name	URL	My Role	Technology Used
CCM Website	bit.ly/19ZlgGl	Lead Designer and Developer	Custom PHP Solution
Fu-Ki Website	bit.ly/1eHTBA2	Lead Designer and Developer	WordPress, jQuery Mobile
The Sazerac Gift Shop	bit.ly/1h6Xj8o	Lead Designer and Developer	ZenCart

EDUCATION

Northeastern University

Boston, MA

B.S. Music Technology

May 2008

- Focused on music composition using computer technologies including synthesizers, samplers, and DAWs