

SKILLS SUMMARY

- ❖ Over 11 years project and program management experience with custom online development, recently specializing in corporate web-based training.
- ❖ Experience managing full life cycle development of various online applications, including training and information management solutions.
- ❖ Ability to managing large complex customer training accounts (\$2 - 8M) as well as experience managing multiple project deliverables and resources simultaneously and in varying phases of implementation.
- ❖ Experience building, growing and managing large production teams (>30) , including remote teams and outsource vendors worldwide.
- ❖ Experience building relationships with customers through excellent communication, organizational skills and attention paid to quality and consistency.
- ❖ Various general office and project management software including, MS Office Suite (inc. Project, Visio, PowerPoint, Excel), StarOffice. Competent in Windows, Macintosh and Solaris environments. Knowledge of Learning Management, and Content Management systems.

EMPLOYMENT

THOMSON NETG (acquired by SkillSoft Corporation) Scottsdale, Arizona, Dec '04 – present *Senior Project Manager, Strategic Services Group (remote position based in Denver)*

Responsible for the project management of custom training development for fortune 100 companies. Provide presales support to sales and custom clients, revenue forecasting and project budget analysis. Manage multiple clients' training curricula from production to delivery. Troubleshoot and resolve client and product development issues. Coordinate the scheduling of assigned resources in conjunction with other internal resources (product development teams, sales, engineering) to effectively implement project plans. Participate in sales and general client meetings and monitor quality standards and processes. Responsible for many course export deliverables, including AICC and SCORM formats as well as CD ROM, PDF and RTF versions.

- I have currently managed over 300 hours of custom corporate training from contract to course deliverable.
- Managed the localization of over 200 hours of custom corporate training into more than 10 different languages.

SUN MICROSYSTEMS, INC.

Broomfield, Colorado, Sept '03 – Oct '04

Project Manager (Contract position)

Successfully managed the development of internal and partner technical training courses for the Solaris, Java Desktop and Security Curricula. Custom training formats included standard online and Instructor-Led Training. I was responsible for all core project documentation, schedules including coordination for worldwide delivery, managed all process documentation including RFP, PO, SOW and change orders. I managed all external course developers and production vendors worldwide.

BVP MEDIA, INC.

Centennial, Colorado, April '00 – June '03

Project Manager/Producer

Responsible for managing the production of media projects, including commercial and educational Websites, marketing and training CD ROMs, corporate and trade show videos, and various print pieces from marketing brochures to trade show booths. Position involved conceptualizing, writing, scripting, HTML, setting up Website domains and access, testing, client training, usability and accessibility, scheduling, archiving, maintaining project extranets and supervising the production team. Worked with sales team on pre-sales scope, statement of work and needs analysis documents.

- Successfully managed over 110 multimedia projects during a 3-year period (including Web maintenance of client Websites).

- Project Manager of various CD ROM and Website projects that won “Communicator” and “Omni” awards.

RMI.NET SOLUTIONS (Now IC&C)
Web Production Manager / Acting Web Director

Denver, Colorado, June '99 - February '00

I was hired to manage all Denver Web-based production and within the first month I took over Web Director responsibilities and oversaw approximately twenty individuals. Managed the development of various e-commerce, static and database solutions on both UNIX and NT platforms and served as primary point of contact with clients. Was wholly responsible for recruiting, hiring and retaining the Denver production team.

DIGITAL CREATORS, INC., (TeleTech Holdings) **Boulder, Colorado May '97 - June '99**
Pre-Implementation Consulting team and Project Manager during Production

Consulted with the sales team in creating requirements documents and all bids and schedules. Once the bid was won, I managed the production of a \$2.5M curriculum and reference site and was responsible for the supervision of 40 production professionals. My duties involved the prioritization and scheduling of assigned projects, project budgets, generating monthly client invoices, recruiting, organizing, training and managing production staff. I also managed the production and maintenance of one of the largest call center reference libraries in North America at the time.

- Was responsible for scope and bid preparation of a \$5M online, certification and simulation training proposal. This was the company's largest proposal submitted, and the largest ever awarded.

JONES INTERNATIONAL
Project Manager and Consultant Webmaster

Englewood, Colorado, Dec '95 - May '97

Responsible for the production and maintenance of internal and external client websites for Jones Internet Channel, Jones Education Companies and Jones Cyber Solutions

UNIV. OF CO. HEALTH SCIENCES CENTER
Postdoctoral Research Fellow, Department of Neurology:

Denver, Colorado, June '94 - Nov '95

Research Project: Analysis of the DNA sequence of the oligoclonal bands of Multiple Sclerosis patients. Responsible for the first UCHSC Neurology Department website; maintained until November 1995

ELEANOR ROOSEVELT INSTITUTE
Postdoctoral Research Fellow, Human Genome Project

Denver, Colorado, Sept '89 - June '94

Research Project: Analysis of PCR protocols to enable mega-base DNA replication.

EDUCATION & TRAINING

2005 PMP Certification, PMI Member since 2004

2002 Creative and Positioning Seminars

1998 Project Management and software day courses

1997 Various Catapult Project Management and software day and week courses

1995 GNA-VSNS BioComputing Department Bioinformatics Online Virtual Reality Sequence Analysis Course participated as a Consulting Student and Art Director.

1985 - 1989 Ph.D Biochemistry, University of Aberdeen, Marischal College, Aberdeen, Scotland, UK

1981 - 1985 BSc Hons (IIi) Biochemistry, University of Strathclyde, Glasgow, Scotland, UK

REFERENCES AVAILABLE UPON REQUEST