

Micki Kaufman

<http://www.concentric.net/~micki001>

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917 450-9137

245 Eighth Avenue, #188

New York, NY 10011

December 2006 - Present

Show and Tell Productions., New York, NY

<http://www.showandtell.com/>

Senior Project Manager for ABC/Times Square Studios' new Ultra-HD signage: <http://www.showandtell.com/workdisplay.php?clientID=1>

As a Senior Project Manager for this award-winning digital signage firm, my responsibilities include managing a number of high-profile application and hardware development projects, planning, tracking and managing a team of six developers, system architects, dba's, quality assurance staff, designers, technical writers and integration specialists. Perform analysis, design, specifications and development of proposed software solutions based on available and nascent technologies. Manage project and client relationship across the software development lifecycle from project inception through rollout and post-engagement. Acting as the project lead, responsible for generating proposals, estimates, project plans, budgets and schedules. Function as primary point of contact for Executive Management while simultaneously leading and tracking all facets of project. Conduct presentations and competitive analyses, negotiate deliverables, timetables and project specifications. Lead company-wide Collaboration program. Contribute to resource process to ensure scheduling within allocation of critical program resources. Track and plan project, ensuring on-time delivery of required feature set, and satisfaction of business goals and requirements. Oversee development of company portals and groupware/knowledge management tools. Conduct demonstrations and sales efforts for clients and new hire orientations. Manage numerous personnel in their personal and career development, conducting interviews, operator skills training and development, analysis, etc.

August 2005 – September 2006

Schematic, Inc., New York, NY

<http://www.schematic.com/>

Senior Project Manager for ESPN's new interactive "Mobile" web video application: <http://myespn.go.com> (click 'Go Big!')

As a Senior Project Manager for this award-winning entertainment creative agency, my responsibilities include managing a number of high-profile application and web development projects, planning, tracking and managing a 10+ team of developers, system architects, dba's, quality assurance staff, designers and analysts. Perform analysis, design, specifications and development of proposed software solutions based on available and nascent technologies. Manage project and client relationship across the software development lifecycle from project inception through rollout and post-engagement. Acting as the project lead, responsible for generating proposals, estimates, project plans, budgets and schedules. Function as primary point of contact for Executive Management while simultaneously leading and tracking all facets of project. Conduct presentations and competitive analyses, negotiate deliverables, timetables and project specifications. Lead company-wide Collaboration program. Contribute to resource process to ensure scheduling within allocation of critical program resources. Track and plan project, ensuring on-time delivery of required feature set, and satisfaction of business goals and requirements. Oversee development of company portals and groupware/knowledge management tools. Conduct demonstrations and sales efforts for clients and new hire orientations. Manage numerous personnel in their personal and career development, conducting interviews, operator skills training and development, analysis, etc.

August 2002 – August 2005

Encoda Systems, Inc., New York, NY

<http://www.encodasystems.com/>

Senior Project Manager, Agency Systems Group

As a Senior Project Manager for this advertising/media buying software maker, my responsibilities include managing ongoing software development of a number of products, planning, tracking and managing a 40+ team of developers, system architects, dba's, quality assurance staff, designers and analysts. Perform analysis, design, specifications and development of current software suite based on available and nascent technologies. Manage project and client relationship across the software development lifecycle from project inception through rollout and post-engagement. Acting as the project lead, responsible for generating proposals, estimates, project plans, budgets and schedules. Function as primary point of contact for Executive Management while simultaneously leading and tracking all facets of project. Conduct presentations and competitive analyses, negotiate deliverables, timetables and project specifications. Lead company-wide Quality Assurance program. Lead GFR Release Management and Beta Release management program for adherence to schedule within allocation of critical program resources. Track and plan project, ensuring on-time delivery of required feature set, and satisfaction of business goals and requirements.

As a Senior Manager heading up the organization's process group, am also responsible for analyzing, implementing and improving quality, process and technology and management of resources within the entire Agency Systems Group/ASG organization. Oversee development of company portals and groupware/knowledge management tools. Conduct demonstrations and sales efforts for clients and new hire orientations. Manage numerous personnel in their personal and career development, conducting interviews, operator skills training and development, analysis, etc.

2001 - 2002

CollabNet, Inc., New York, NY

<http://www.collab.net>

Senior Web Project Manager/ Director of Customer Support

As a Senior Web Project Manager for this collaborative software maker, my responsibilities include planning and executing a project plan consisting of a 30+ team of developers, system architects, customer support representatives, designers and analysts. Perform analysis, design, specifications and development of open source-based software suite based on open-source technologies. Manage project and client relationship from project inception through rollout and post-engagement. Acting as the project lead, responsible for generating proposals, estimates, project plans, budgets and schedules.

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Function as primary point of contact for client while simultaneously leading and tracking all facets of project. Conduct presentations and competitive analyses, negotiate deliverables, timetables and project specifications.

As Instantiation Lead, am also responsible for analyzing, implementing and improving process and technology and allocation of all resources within the entire 50+ Services organization. Oversee development of company Intranet and Extranet portals and groupware/knowledge management tools. Conduct demonstrations and sales efforts for clients and new hire orientations. Manage numerous personnel in their personal and career development, conducting interviews, operator skills training and development, analysis, etc.

Sun NetBeans	http://www.netbeans.org
Sun Openoffice	http://www.openoffice.org
Sun Jini	http://www.jini.org
Sun JXTA	http://www.jxta.org
Sun Sunsource	http://www.sunsource.net
Progress Possenet	http://www.possenet.org
Dresdner Openadaptor	http://www.openadaptor.org

1999 - 2001

Thaumaturgix, Inc., New York, NY
Senior Project Manager

<http://www.tgix.com>

As a senior consultant for the professional services firm, my responsibilities include creating and managing a 30+ team of developers, system architects, designers and analysts. Perform analysis, design, specifications and development of web-enabled technologies, from project inception through rollout and post-engagement. Acting as the project lead, responsible for generating proposals, estimates, project plans, budgets and schedules. Function as primary point of contact for client while simultaneously leading and tracking all facets of project. Conduct presentations and competitive analyses, negotiate deliverables, timetables and project specifications.

Am also responsible for analyzing, implementing and improving process for entire 100+ person workforce. Oversee development of company Intranet portal and groupware/knowledge management tools. Conduct Intro to Process seminars for clients and new hire orientations. Manage numerous personnel in their personal and career development, conducting interviews, operator skills training and development, analysis, etc.

Healthscout.com web site	http://www.healthscout.com
The Women's Sports Network web site	http://www.wsnsports.com
Count-Me-In for Women's Economic Independence web site	http://www.count-me-in.org
Thaumaturgix, Inc. web site	http://www.tgix.com
Thomas Jayne Studios, Inc. web site	http://www.thomasjaynestudio.com
B&H Photo web site	http://www.bhphoto.com

1999 - 2000

First Light Communications, Inc., New York, NY

Manager of Strategic Communications
Project Manager / Production Manager

Responsibilities include both internal project management and external client management for digital media projects. Acting as the project lead, responsible for generating proposals, estimates, project plans, budgets and schedules. Create and organize teams of approximately two dozen designers, coders, system architects and content providers. Function as primary point of contact for client while simultaneously leading and tracking all facets of project from definition to design to production to post-implementation. Conduct presentations and competitive analyses, negotiate deliverables, timetables and project specifications.

As acting Production Manager, responsible for conceiving, implementing, analyzing and improving workflows and processes for 20+ person production department. Oversee production of company Intranet and groupware/knowledge management tools, and direct operation of FireWire-based nonlinear video editing suite. Manage personnel of the production department, conducting interviews, operator skills training and development, analysis, etc. Review and implement new technologies for improving web site and multimedia creation and implementation.

First Light Communications web/Shockwave site	http://www.firstlight.com
New York Eye and Ear Infirmary web site	http://www.nyee.edu
United Hospital Fund web site	http://www.uhfnyc.org
J. W. Seligman & Co. web site	http://www.jwseligman.com
Tricontinental web site	http://www.tricontinental.com

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Lustgarten Foundation for Pancreatic Cancer Research web site <http://www.lustgartenfoundation.org>
"We Can Do it Again" PSA series for Pancreatic Cancer Research <http://www.wecandoitagain.org>

1996 - 1999

Siegel & Gale, New York, NY

<http://www.siegelgale.com>

Technical Producer/Implementation Designer, Interactive Media Group

Responsibilities included information design and content management, flowcharting and documenting World Wide Web pages, also hands-on coding of HTML, VRML and JavaScript, still image, streaming audio and video composition and optimization, hardware and software consulting, and coordination of human and computing resources.

Scotiabank of Canada web site

<http://www.scotiabank.com>

The Weather Channel web site

<http://www.weather.com>

Kodak Professional web site

<http://www.kodak.com>

Siegel & Gale home web site

<http://www.siegelgale.com>

Software Skills

Programming Languages

HTML, JavaScript, Java, Perl, PHP, CSS, ASP, XML, XSL, AppleScript, MS Visual Basic

Project Management/Office

MSOffice 98 (Word, Excel, PowerPoint, Outlook), Lotus Notes, MSPProject 98/2000, Visio Professional

Web /DB Applications and Hardware

Sun Solaris, Oracle 8i, MySQL, Netscape iPlanet, BEA WebLogic, IBM WebSphere, Microsoft IIS, Checkpoint, Foundry, Verisign, SiteWare, WebTrends, Accrue, Holistix, Apache

Web/Graphic Production

Adobe Photoshop, Illustrator, AfterEffects, ImageReady, Premiere, After Effects, GoLive, InDesign, Macromedia Dreamweaver, Director, Fireworks, Flash, Lingo and Shockwave, Bare Bones BBEdit, GifBuilder, DeltaGraph

Audio/Video

Apple Final Cut Pro, Terran Media Cleaner Pro, Digidesign ProTools, Avid, Sonic Solutions

Operating Systems

Mac OS-fluent, with strong Unix, Windows NT, 95, 98, 2000 experience

Education

2005 - present Currently pursuing a Bachelor of Arts degree, School of General Studies, Columbia University, New York, NY
Currently enrolled in the School of General Studies.

1988 Associate in Arts, Simon's Rock of Bard College, Great Barrington, MA

Was accepted at age 16 to Simon's Rock of Bard College. Majored in Ethnomusicology at this two-year college for high-school age students. Graduated with an Associate's degree at the age of 18. Other areas of concentrated study included biology, sociology and illustration.

1986 Pascack Valley Regional High School, Hillsdale, NJ

Was accepted at age 16 to attend Simon's Rock of Bard College.

Current Goals

I thrive in a challenging, deadline-rich environment, possess strong team- and client-management skills, and am an excellent communicator, having administered production departments, delivered presentations and seminars and taught groups of up to 35 students in Internet production technologies and workflows. I am currently seeking a Senior Project Manager or Director-level position with a dynamic and creative firm. I wish to continue learning my trade, expanding my knowledge and deepening my experience in coordinating teams, projects and technology.