JOSHUA I. GREENBERG

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Summary
Decisive, action-oriented project management professional with 10+ years experience working on digital projects. Focus on managing multiple cross-functional projects, requirements gathering, risk assessment, developing project scope (budgets, work breakdowns and schedules) and managing development processes.

Core Competencies
- Management of cross-functional project teams including Design, UX, Development and QA.
- Creating timelines for multiple projects running simultaneously across desktop and mobile disciplines.

Tools
Web: HTML, Dreamweaver, Wordpress
CMS: Brightcove, Disney Custom CMS Editor, CloudDam
Business Applications: Microsoft Office Suite, Vizio, SharePoint, WebEx
QA and PM: Agile, Microsoft Project, Workfront, Jira, Confluence, Basecamp, Testflight, Mavenlink
Social Networking: Coschedule
Analytics: Omniture, Webtrends, Google Analytics
Design: Adobe Creative Suite

Experience

Lead Producer, Microsoft 365 Studio (via Filter Digital)| Microsoft | Seattle, WA June 2016 – June 2018
Owner of relationship marketing (RM) projects for Office, Skype and Outlook.com products.
- Maintained brand standard with creative resources to produce high-quality assets for RM partners.
- Developed improved processes using Workfront as related to project management and delivery.
- Led QA process of copy and design assets before handoff to dev partners.
- Organized project design review meetings with RM partners and Executive team.
- Updated project tracker weekly to provide insight into all project deliverables, roadblocks and next steps.
- Worked with external agencies to provide brand direction from RM team.

Senior Program Manager | Oxygen Learning | Seattle, WA   October 2015 – April 2016
Responsible for managing intellectual property creation for multiple learning and development clients.
- Collaborated with Instructional Designers to produce custom Learning and Development programs for clients.
- Developed production processes used in onboarding of new project managers.
- Provided weekly reporting related to project timing and budget to CEO and Consulting team.
- Managed update timing and delivery to Oxygen Learning Wordpress site.
- Coordinated with consulting team to refine training programs and support testing of product roll out.

Executive Interactive Producer| Publicis | Seattle, WA   February 2015 – August 2015
T-Mobile Client: *Led Digital Production team focused on display, mobile and out of home creative for T-Mobile.*
- Managed a team of 5 producers and responsible for assigning projects as requested by clients.
- Provided weekly reporting related to project timing and budget to agency stakeholders.
- Responsible for hiring and onboarding of new producers and revising staffing plan.
- Coordinated with cross-functional team leads including visual design, development and QA.

Senior Digital Producer (Contract) | Smashing Ideas | Seattle, WA   September 2014 – February 2015
Led Agile project initiative to develop a native iOS app to support a Random House book.
- Led daily SCRUM stand-up meetings with design, dev and QA to review status of dev sprint.
- Managed and maintained project Kanban board.
- Coordinated efforts with cross-functional teams including visual design, development and QA.
- Provided weekly updates to clients related to project timing and budget.

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Digital Producer (via Wimmer) | Walt Disney Parks and Resorts Online | Seattle, WA   October 2012 – April 2014
Responsible for site content production for Disney Vacation Club (DVC) digital and mobile properties.
- Facilitated content updates to 13 DVC resorts desktop and mobile sites for members and prospective members
- Led daily SCRUM stand-up meetings with tech and QA to determine status of dev sprint.
- Provided weekly Kanban reporting to stakeholders related to completed Jira tickets.
- Responsible for training new production team members and maintaining production wiki.

Digital Producer (Freelance) | McGarry Bowen | New York, NY   February 2012 – June 2012
Responsible for production on Verizon Wireless Branded Entertainment digital campaigns.
- Facilitated the production of Verizon Wireless Branded Entertainment Hispanic projects with budgets of $350k+
- Tracked and actualized project budgets for multiple Verizon Wireless Branded Entertainment campaigns.

Digital Producer | Deutsch | New York, NY   September 2010 – February 2012
Responsible for scheduling, budgeting and resource allocation for Microsoft digital marketing campaigns.
- Facilitated the design and production of Microsoft Cloud Power projects with $300k+ budgets.
- Coordinated efforts of 10+ member cross-functional teams across internal groups including visual design, UI, and content strategy.
- Maintained and updated project budgets for multiple Microsoft Cloud campaigns.

Producer (Freelance) | R/GA | New York, NY   March 2010 – August 2010
Responsible for scheduling, resource allocation and development for Walmart Family Moments website.
- Facilitated the design and dev of Family Moments e-commerce website with a $500k budget.
- Led daily SCRUM meetings with development team to review current site iteration.
- Coordinated efforts of 20+ member teams across internal groups including visual design, UI, and content strategy.

Project Manager | Schematic | New York, NY   July 2009 – February 2010
Responsible for management of interactive projects for clients such as Johnson & Johnson and Nokia.
- Led redesign of Levaquin website for Johnson and Johnson with a $300k+ budget.
- Maintained and updated project budgets for Nokia and Johnson & Johnson.
- Facilitated pre-launch testing process, bug resolution, requirement clarifications and change orders.

Technical Project Manager | The New York Times.com | New York, NY   May 2006 – November 2008
Responsible for all aspects of project management including, scheduling, testing and implementation of digital projects.
- Collaborated with product team, to define scope and requirements based on business goals for projects.
- Maintained detailed project plans via Microsoft Project, for multiple projects along parallel timelines.
- Coordinated efforts of 10+ member teams across internal design and development groups.

Education

New York University   1993 - 1995   **New York, NY**
- Intro to Project Management, Fall 2007
- Web Infrastructure and Architecture, Spring 2008

SUNY, Rockland Community College   1991 – 1993   **Suffern, NY**

Information Design Certificate from Sessions.edu, August 2000
HTML programming Certificate from Sessions.edu, November 2000