

MICHELLE BELOT

551.579.0149 | michelle@thecodemasons.com

Skilled, resourceful, organized, and goal-oriented, client-oriented Project Manager, with expertise in procedural knowledge and technical proficiency pertaining to project quality and execution.

HIGHLIGHTS/SKILLS

- Certified Scrum Product Owner
- High client satisfaction
- SOP Development and Implementation
- Reporting and Documentation
- WordPress
- Adobe Suite/ Experience Manager/
- AWS
- Basic HTML, PHP
- Ecommerce: WooCommerce, Magento. Shopify
- Social Media
- Creative Strategy
- Web Strategy
- Employee/ Client Training
- CRM and CMS Platforms
- Agile/ Scrum
- Content Management/ Editing
- Vendor Management
- Jira, Basecamp, Confluence, Airtable, Redbooth
- Microsoft Office
- UAT/ Quality Assurance
- Formstack, Typeform
- Bilingual: Russian
- Time tracking software ie Harvest
- MailChimp

EXPERIENCE

GREENLIT CONTENT:

Project Manager -July 2019- Oct 2019

- Project strategy and development with clients within the Gaming Industry
- Managed editors, video producers, translators, and created staff status reports
- Created email Newsletters via Mailchimp
- Worked with team to hire new Video editors, producers, etc
- Aided clients with any questions regarding projects and set up necessary calls as needed
- Acted as web consultant on web projects, virtual forums, WP features, etc..

DO BIG THINGS:

Project Manager -July 2019- Oct 2019

- Project strategy and development for clients within the Fundraising, Political, Charity industries
- Built and created sitemaps and site architecture as well as wireframing and templating
- Developed relationships with teams to give foresight into web projects
- Manage cross teams such as strategy, tech, and design.
- Acted as Web consultant for WordPress projects

REALOGY- Better Homes and Gardens Real Estate

Digital Project Manager May 2017-June 2018

- Lead team as Lead PM on new International and Careers site from initiation to launch.
- Completed transitions for new onboarding companies by working with Operations to assure correct web changes, make sure listing distribution was working, and general site and company web maintenance.
- Conducted hours of research to create Brand's new, central, self-help, help and support page on new intranet site.
- Worked with CMO and VP of Marketing to implement changes and launch new franchising, career, and blog site.
- Assisted Brokers and agents with technical inquiries and acted as third level support to troubleshoot escalated issues.
- Collaborated with different teams including PR, Marketing, Product Development, and Learning execute internal support and developmental projects
- Acted as liaison with outside vendors to complete web tasks such as implementing web changes from launching new sites, to setting up company specific emails

MARTINDALE-HUBBELL

Project Manager/ Developer: 2015-2017

- Promoted within the first year from Project Developer; within second year was placed in charge of training new Project Managers at the recommendation of the Creative Director and Customer Support and Operations Manager.
- Extensive working knowledge of WordPress both as a backend CMS framework, as well as a frontend client-facing templating engine.

- Communicated with, instructed, and monitored work flow of other teams such as Design, Development, Sales, Web Support, and Customer Service, to implement quick completion of tasks in an organized and timely manner.
- Assisted in implementing and completing a multimillion dollar project and the migration of over 4000 sites to a new web platform.
- Managed on average between 20- 30 client sites at any given time and implemented changes and updates quickly and efficiently.
- Aided in the revamping of project processes and procedures by specifying key issues and potential solutions.
- Directly assigned by Social Media Marketing Director to lead and execute product and research development of the company's flagship Social Starter Program resulting in the implementation of the company's current standard operating procedures for all social media clients.
- Assisted clients with web support, content management, and addressed any additional questions or issues regarding the client's website.

FREELANCE: CODEMASON'S

Project/ Content/ Media Manager: 2012-Present

- Developed SKUs for E-commerce carts and created online marketplaces through WordPress content and media management.
- Updated and navigated any client requests to complete projects and deadlines by requested launch dates
- Reached out to potential clientele via social media, online forums, and business to business marketing to build a varied clientele from non-profits, startups, and small businesses.
- Created and manufactured other marketing materials such as decals for storefronts and business cards for clients like Lululemon.

EDUCATION

- **B.A Psychology:** Montclair State University | May 2014