

Paul Richard Flebotte

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Summary:

Outgoing, results oriented leader with solid Project Manager experience seeks a position in Project Management with a strong national or regional web agency. Ability to deliver solutions which reduce cost or communication in a new effective way, able to lead both large and small teams and delicate responsibilities while simultaneously managing multiple projects of varying size.

Experience:

Connelly Partners: Mindfire Division - Boston, MA **Project Manager/Production Manager**

2007 to Present

- Responsible for managing and tracking multiple projects throughout various phases of the product lifecycle including planning, implementation, verification/beta, and rollout
- Lead and manage project scheduling; including project meetings with all appropriate stakeholders (Development, Marketing, Technical Publications, Customer Support and IT Services)
- Ensure all assigned products conform to the requirements for delivery Plan, coordinate, and initiate all client communications for Project Scope
- Define project scope, navigation, goals and deliverables that support the project needs
- Track project milestones and deliverables and identify/manage project dependencies
- Develop and deliver progress reports, requirements documentation and presentations
- Proactively manage changes in project scope, identify potential problems and devise contingency plans Plan, coordinate and manage all necessary collateral associated with project launch
- Oversee employees performance/attendance/attitude on daily basis
- Numerous miscellaneous tasks/items relevant to web development/marketing

Emagine Communications - Taunton, MA **Project Manager/Account Manager**

2005 – 2007

- Defined project scope, navigation, goals and deliverables that support the project needs
- Developed and delivered timeframe and cost estimates Statements of Work documents
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- Developed full-scale project plans and associated communication documents
- Effectively communicated client/project expectations to team members in a timely and clear fashion
- Direct initial kick off meeting with client, defining project strategy

- Delegated tasks and responsibilities to appropriate project team resources
- Identified and managed project dependencies
- Tracked project milestones and deliverables
- Develop and deliver progress reports, requirements documentation and presentations
- Proactively managed changes in project scope, identify potential problems and devise contingency plans
- Determined the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas
- Assisted with or assumed primary role in gathering business requirements and development of functional specifications
- Assisted with or assumed primary role in development and execution of client
- Largest client/Projects included – Viacord, Egenera , IPG Photonics, Acopia

Support Plus - Medfield, MA

Internet Marketing Specialist / Webmaster /A+ /Network/Security 2002 – 2005

- Maintained and developed new applications using ColdFusion/ColdFusion server
- Developed secure extranet for overflow customer support inquiries/orders
- Developed dynamic navigation menu optimizing search engine indexing using CSS
- Manage day-to-day technical support inquiries - both in and out of house
- Administer newsletter output including customer update and rental
- Manage newsletter sales tracking reports
- Maintain all A+ computer / server repair DBA for all house files
- Develop scripted queries enabling easy on demand data import/display photograph products for website
- Wrote copy and optimize all images for website including banner ads
- Run Novell Network/Server Administration
- Maintain and update all aspects of website including e-commerce
- Largest client/Projects included – Viacord, Egenera , IPG Photonics, Acopia

Education:

Clark University 1997 - 1998
 Quincy College 1994 - 1996
 Xintr School of Technology 1994

Select Skills:

Project Management, Information Architecture, Technical/Non-Technical Liaison, Customer Relations and Support, Employee/Customer Training, Needs Assessment & Consultation, Product Development and Testing, Data Analysis, Technical Writing, Product Troubleshooting, Small Business Development

Computer Languages and Programming

Proficient in Microsoft .NET, PHP, ColdFusion, JavaScript, CSS, Flash w/Actionscripting, My SQL, MS SQL, MS Access, HTML, DHTML, Photoshop, Illustrator, Novell, IIS, A+/Network/Security

Company Associated Awards:

[2008 WebAward: MesoRC.com - Health Care Standard of Excellence](#)

[2008 WebAward: Guidon Performance Solutions - Consulting Standard of Excellence](#)

[2008 WebAward: Fastloop - Online Community Standard of Excellence](#)

[2008 WebAward: Diabetes Care Club - Health Care Standard of Excellence](#)

Portfolio:

<http://www.paulflebotte.com>