HANAKO DAIJOB

Shibaura

Minato-ku, Tokyo 108-0023

(03)XXXX-XXXX

cell (090)XXXX-XXXX

hanako@daijob.com

WEB PRODUCER / DIRECTOR

*** Content, Project and Client Management ***

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* 4 years of web-related development experience.

* Excellent project planning and management skills, including

budgeting, scheduling and staffing.

* Experience as a project leader on a cross-functional production team.

* Experience in

- managing projects worth 10-million yen to 100-million yen

- translating business goals into storyboard and programmable specs.

- meeting deadlines in a fast-paced environment.

- working closely with application programming,

content development and business development teams.

* Outstanding creative and editorial skills for developing original products

* Strong verbal and written communication skills.

Online Portfolio

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www.getglobal.com

www.japantimes.com

www.jobtimes.com

Computer Skills

-Windows 98/2000/NT/XP, Macintosh, UNIX

-Dreamweaver, Flash, Fireworks, Frontpage, Java, Javascript, JSP,

HTML, DHTML, Perl, CGI, FTP

-Adobe Photoshop, Illustrator and PageMaker, FreeHand,

GIF Animator, Quark Express,

-MS Project, Visio, Word and PowerPoint

-Digital Photography

Professional Experience

BEST WEB, INC., Tokyo

Web Director, 10/01 to present

* Manage all aspects of the development process: schedules,

budgets, design, production, editorial, approvals and testing.

* Oversee integration of content with site architecture and design.

* Develop web project document outlining objectives, requirements

and milestones.

* Create storyboards, page layouts and functional specs for engineering

and programming staff.

* Communicate schedule to the client and track deliverables.

* Recommend and implement improvements based on clients ⅂ feedback.

Accomplishments

+ Completed all projects on time and within budget.

+ Improved quality, reduced costs and increased profitability by 30% by improving

processes and content.

ABC INTERNET CO., LTD., Tokyo

Content Manager, 5/00 to 9/01

* Defined content development goals and led the development process

for each client.

* Managed the company-client joint teams to create and implement

content that meets the needs of the client and their target market.

* Developed and maintained the budget and schedule for content

management.

* Worked with writers, designers, product development staff and

software engineers to lead development of creative content from initiation

to completion.

Accomplishment:

+ Always received praise from clients; achieved 100% customer satisfaction

and retention.

WEB CORPORATION, Tokyo

Webmaster, 10/99 to 5/00

* Maintained and updated Web content daily for 20 clients.

* Designed Web pages, including copy writing and graphic creation.

* Coordinated between marketing and technical teams.

Education

Best Design School, Tokyo, 1997-1999

Certificate in Computer Design

Minami High School, Tokyo, 1997