



JAMES GILBERT

EXPERIENCED PROJECT MANAGER



WORK EXPERIENCE

2011
Present

DIGITAL PROJECT MANAGER

Clifton Park, New York

- Manage digital media production for online learning, including simulations, mobile apps, testing and multimedia
- Exercise strong project management and communicate skills to assure products are released on schedule
- Parlay extensive knowledge of product development and design to create digital products that are aesthetically pleasing as well as easily navigable
- Early adaptor of new digital product lines to develop best practices and training for other project teams company-wide

2012
Present

PUBLISHER

at NYS Music

Albany, New York

- Manage volunteer staff of over 70 writers, photographers, and editors
- Network with venues, publicists, promoters, and artists to assure access to concert and festivals, new releases, and interviews for magazine staff
- Rebranded the site with new logos, slogan, and a responsive web design
- Established magazine on Google News and grew unique monthly visitors to over 100K
- Manage the hosting and SQL servers as well as all back-end functionality and security for the website, www.nysmusic.com

2006 - 2017

MANAGING DIRECTOR

at Evolve / JTG Photo

Clifton Park, New York

- Deliver a wide range of services including web development and hosting, marketing strategies, product photography, and technology services
- Teach photography, graphic design, and software applications including Adobe Photoshop, Adobe Lightroom, Microsoft Excel and more

2001 - 2006

GENERAL MANAGER

at Crown Point Telephone

Crown Point, New York

- Responsibilities focused on Internet service, e-commerce, web development and emerging technologies (non-regulated services)
- Consolidated multiple divisions to make the company sustainable without assistance from the parent company
- Designed and implemented a DSL strategy to a rural market
- Setup Internet streaming for radio station subsidiary

1999 - 2001

DIRECTOR OF OPERATIONS

at Geographic Internet Services Company (GiSCO)

Watertown, New York

- Oversaw daily operations and strategic planning, including customer relations, technical support, new technologies and services, managed staff of 75+, including multiple mid-level managers
- Redesigned and built infrastructure to increase quality of service, reduce overhead costs, and increase other efficiencies
- Secured \$1.7 million in state funding to initiate the building of a fiber network, which would increase business opportunities, create jobs, and enhance communication

1997 - 1999

INTERNET PRODUCT MANAGER

at Primelink, Champlain Telephone

Champlain, New York

- Established Internet product lines including dial-up, dedicated, and hosting.
- Implemented \$41M fiber optic build from Albany to Montreal.
- Hired and trained team of systems administrators, web developers, and support specialists.



EDUCATION

2003 - 2005

MASTER OF BUSINESS ADMINISTRATION (MBA), BUSINESS

at University at Albany

Albany, New York

1995 - 1997

BACHELOR OF SCIENCE, PSYCHOLOGY

at State University of New York at Plattsburgh

Plattsburgh, New York

1992 - 1995

ASSOCIATE OF SCIENCE, ENGINEERING SCIENCE

at State University of New York at Canton

Canton, New York

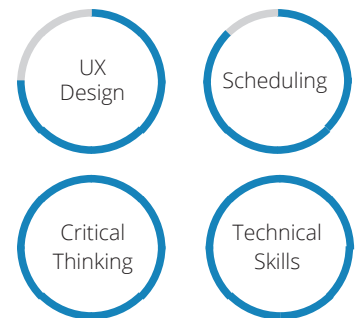


WHY ME?

Good Project Management requires more than the necessary technical skills, it also requires effective communication. I'm a detailed-oriented problem solver that understands both the importance of cost control and adhering to a strict schedule. The ability to think outside the box and to use a wide range of tools helps achieve positive outcomes.



SKILLS



Communication	●●●●●
Leadership	●●●●●
Team Management	●●●●●
Negotiation	●●●●●
Personal Organization	●●●●●
Risk Management	●●●●●

Adobe Photoshop	●●●●●
Adobe Indesign	●●●●●
Adobe Illustrator	●●●●●
MS Excel	●●●●●
MS Word	●●●●●

Apache Server	●●●●●
SQL Server	●●●●●
HTML5	●●●●●
Microsoft Server	●●●●●
Scripting Languages	●●●●●
Wordpress	●●●●●

JIRA	●●●●●
Training	●●●●●
Budgeting	●●●●●
Analysis	●●●●●
Contracts	●●●●●
Trello	●●●●●

CONTACT INFO

- ✉ jgfreespirit@gmail.com
- 📞 +1 518 810 3735
- 🌐 [linkedin.com/in/jtgilbert/](https://www.linkedin.com/in/jtgilbert/)
- 🌐 www.jtgphoto.com