JORGE ANTONETTI

PROJECT EXTRAORDINARE

Extensive background in digital media and B2B -SAS product strategy. Versed in requirement research, visual content creation and stakeholder communication. I thrive in collaborative environments where my creativity, leadership, and commitment are free to drive company objectives.

Jorgeantjr@gmail.com | www.jorgeantonetti.com | 716-310-3443

Experience

DealerOn - *Jr. Project Manager*
Oct 2018 - Present | Rockville, MD

Work with customers, stakeholders, and colleagues to understand and articulate end-user problems that can be solved with improvements.

Facilitate communication with executive stakeholders and development teams to plan project scopes and identify measurable progress indicators.

Create and track project plans and deliverables using various software. (JIRA, Excel,Trello) Ensure timelines are adhered to and met through a hybrid of milestone, kanban, and scrum methodologies.

Prepare monthly reports for executives detailing project scope, progress, and roll out plans.

DealerOn - *Support Specialist to Case Manager*
Dec 2016 - Oct 2018 | Rockville, MD

Website management including maintenance, design, and SEO for over 500 sites. Proficient in HTML/CSS, basic understanding of javascript.

Conducted user studies using various web tools to gather requirements for cross-departmental projects. (Google Analytics, Crazy Egg , Salesforce and JIRA)

Documented, researched and designed functionality and process improvements - managed department adaptation to salesforce by creating interfaces and piloting quality of life projects.

The Precision Group - *Project Manager: Digital Media*
Aug 2015 - Jul 2016 | Albany , NY

Communicated with vendors to expand business opportunities. Met with clients to open and close contracts, ensured SLAs were achieved across parties.

Managed 3 websites updated site-content, enhanced user-experience and improved SEO performance.

Directed social media platforms, devised strategy, set goals, specified KPI's and tracked performance.

Skills

Leadership

Requirement Scope

Stakeholder Communication

Incorporating Technology

Technical Documentation

Tools

JIRA

Salesforce

XD - Balsamiq

Trello - Asana

Photoshop - Illustrator

Premier

Education

State University of New York at Fredonia
Public Relations
Bachelor of Science (B.S.)
2011-2015

State University of New York at Fredonia
Psychology
Bachelor of Science (B.S.)
2011-2015