

Daniel Doyle

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PROFESSIONAL SUMMARY

Project Coordinator with 14 years of experience in digital media seeking new challenges and learning opportunities within a collaborative team. I bring strong problem-solving and analytical skills alongside expertise in organization, planning, supervision, and communication. My background in design, music, and video production allows for a unique interdisciplinary perspective in marketing and communication roles.

SKILLS

- Adobe Creative Suite
- HTML, HTML5, CSS, JQuery, MySQL, PHP
- Wordpress
- Google Analytics
- Emma, MailChimp
- UI/UX, User Stories
- Vendor & Stakeholder Relations
- AA WCAG Requirements
- Graphic/Web Design
- Video Editing
- Training & Technical Support

EDUCATION

Niagara College: New Media Web Design

York University: B.A. Fine Arts, Film Studies

EXPERIENCE

CHIMPAGENCY · WEB PROJECT COORDINATOR · 2010-PRESENT

ST. CATHARINES, ON

HIGHLIGHTS

- Progressed from Front End Developer to Project Coordinator, overseeing a team of 10 developers, reshaping project workflows and methodologies and sustaining the digital business branch through two partner splits & staff reduction.
- Expanded company services to include video ad production, editing and motion graphics.
- Increased productivity, design quality, functionality and quality control through communication, project management and bug/task tracking tools.
- Created standardized web project flow and client communication documents and strategies.
- Advocated for the addition of new technologies and methodologies such as mobile-first and responsive design.

JOB DUTIES

- Research, plan, organize, coordinate and execute projects including websites, emails, blogs, newsletters, digital graphics, videos and other multimedia presentations as Project Coordinator, Developer, QA Tester and/or Client Manager from ideation to completion followed by ongoing training, maintenance and annual statistical review.
- Client support as an extension of their marketing team, including regular content updates, technical issues, communication strategies, usability and accessibility as well as annual or by-request analytics reports.

NIAGARA COLLEGE · STUDENT TUTOR · 2009-2010

WELLAND, ON

- Supported student learning through drop-in and scheduled private tutor sessions for New Media or Programming courses.

ST. CATHARINES MUSEUM · DIGITIZATION TECHNICIAN · 2009

ST. CATHARINES, ON

- Archived photograph and negative digitization files, photographed physical items for digital archive, design & developed new museum website.

SITEL · BILLING AGENT/CUSTOMER SERVICE · 2008

ST.CATHARINES, ON

- Received incoming customer calls for Cox Communications in the US about billing or other service and account enquiries.

KITCHEN STUFF PLUS · ASSISTANT MANAGER · 2000-2008

TORONTO, ON

- Advanced from Associate to Third Key to Assistant Manager.
- Primary location trainer for all new staff & managers (including Health & Safety training). Many sales trainees were promoted to Assistant Manager positions.
- Planned, organized and managed multiple simultaneous tasks in a busy retail store with 20 or more staff.
- Interviewed job candidates.
- Created and delivered staff performance reports.
- Customer service, oversaw the layaway program.

BELLE AIR MUSIC · SALES ASSOCIATE/MUSIC TEACHER · 2001-2003

WINDSOR, ON

- Instrument and sheet music sales, music library maintenance, special order management, private piano & flute lessons.

YORK UNIVERSITY · STUDENT CCTV OPERATOR - SECURITY · 1999

TORONTO, ON

- Monitored campus activity via CCTV cameras and reported any suspicious activity to campus security dispatch.