

Michael Dela Cruz

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Objective :

To list experience and skills in order to obtain a position that will provide challenges for professional growth.

Education:

The Art Institute of California | Interactive Media Design

Skills:

High level Mac and Windows	Corporate Management	HTML 5, CSS	Dreamweaver
Agile Project Management	Team Training	Actionscript	Adobe Catalyst
Microsoft Word	Executive Presentations	Photoshop	inDesign
Microsoft Excel	Budget Management	Illustrator	Adobe AIR
Wordpress	Interviewing	Flash	Final Cut Pro

Experience:

July 2009 – Present

Project Manager, Almer/Blank (Interactive Agency)

- Responsible for managing all aspects of projects (some million dollar budgets)
- Client facing interaction (leading meetings, review sessions, and presentations)
- Preparation of all meeting collateral (slides, packets, displays, etc.)
- Production of sales materials and participation in sales pitches
- Responsible for creating and maintaining company standards and practices

July 2009 – Present

Interactive Designer, Almer/Blank (interactive Agency)

- Create user experience documentation for large scale web and mobile applications
- Design user interface elements
- Implement approved designs in code from engineers
- Organize and maintain design asset repositories

October 2008-July 2009

Interactive Designer, Red Interactive Agency

- Design and implement interactivity in online games, websites and ads
- Participate in planning meeting and make recommendations to clients

October 2005-October 2008

Training Manager, Rich Media Institute

- Manage all aspects of training and student experience
- Manage website
- Manage all needs of instructors (technical, lodging, booking, etc.)

July 2004 to September 2006

Junior Varsity Soccer Coach, Notre Dame Academy

- Manage all aspects of soccer operations for junior varsity team
- Serve as a role model and mentor to student athletes

July 2004 to September 2005

Customer Support Supervisor, School Loans Corporation

- Provide customer support to students and parents regarding their school loans
- Take hostile callers from agents when needed
- Maintain strict expectations of quality assurance across entire customer support department
- Work with cross department management to resolve all issues
- Obtain and train new customer support representatives
- Create and maintain quality assurance plans

References:

Available upon request.

