

# PATRICIA LUTZ, PMP

New York, New York – 718.614.5614 – pea@patrizialutz.tech – <https://patrizialutz.tech>

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## AREAS OF EXPERTISE

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### Web Development

- WordPress Development: Theme Development, Plugin Development
- Technologies: HTML, CSS, SASS, PHP, JavaScript, jQuery
- Familiarity with Node.js, Express.js, Backbone.js and Angular.js
- Applications
  - Graphic: Photoshop, Illustrator
  - Layout: inDesign, Quark XPress
  - Wireframing: OmniGraffle, Visio, Sketch

### Project Management

- Full Lifecycle Development, Scope/Requirements Definition, Project Planning/Execution, Iterative Project Methodologies, Risk Management, Change Management, Project Team Management, Problem Solving, Decision Making, Critical Thinking, Vendor Management, Project Tracking/Reporting, Project Communications, Quality-Assurance Strategy/Process, Internal and External Client/Customer Service and Support
- Process: Developing and Implementing Standardized Policies and Procedures
- Documentation: Use Cases, Site Maps, Wireframes, Prototypes, Functional Requirements and Specifications
- Applications: MS Project, Excel, Visio, OmniGraffle, PowerPoint

## PROFESSIONAL EXPERIENCE

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### Web Developer

*Feb. 2013 to Present*

*Glocal Coop — New York, New York*

Clients: [US Federation of Worker Coops](#), [NYC Network of Worker Coops](#), [M4BL](#), [The Yes Men](#)

- Site build
- WordPress custom development and theme development
- Information Architecture and user experience
- Site maintenance and support

### Freelance Front-end Developer

*December 2011 – Present*

Projects: [Jacobin Magazine](#), [The New Inquiry](#), [LittleSis](#), [Classroom Inc](#), [Rebuild Foundation](#), [Die Jim Crow](#), [Businesses for a Fair Minimum Wage](#), [OccupySandy.net](#)

- WordPress custom development and theme development
- Site build, maintenance and support
- Vector art development

### AtmosphereProximity — New York, New York

*February 2008 to August 2011*

*Senior Producer*

Clients: Johnson & Johnson, DePuy, Emirates Airlines, Qualcomm, Frito-Lay, Monster

- Defined project scope, budget, structure, resource requirements and schedule
- Defined project goals, objectives and milestones
- Identified and managed project risks
- Reconciled, reported and forecasted project financials

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- Monitored, analyzed and reported project progress and results

Funny Garbage — New York, New York

*October 2006 to September 2007*

*Senior Producer*

Clients: Alliance for the Arts, Fox, CBS

- Managed highly technical \$1M+ budget project funded by City of New York
- Handled demanding City-specific documentation requirements
- Managed redesign of CMS for major broadcast network
- Led client meetings

Schematic — New York, New York

*December 2005 to October 2006*

*Senior Project Manager*

Clients: AOL, Comedy Central, Nickelodeon, NBC Universal

- Managed development of multi-network Flash video application
- Developed requirements and evaluation matrix for complex CMS
- Mentored junior project management staff

ALM — New York, New York

*December 2003 to December 2005*

*Project Manager*

- Implemented system for change control process
- Worked with newly formed PMO to develop and implement departmental procedures for SOX compliance
- Developed requirements and evaluation matrix for complex CMS to be used for new company intranet
- Developed requirements and implemented business-critical statistical analysis tool

3B digital — New York, New York

*March 2001 to December 2003*

*Project Manager*

Clients: The United Way, Abkco Music & Records, The Colombian Coffee Federation, MarJam, Jetro, 877Spirits

- Developed information architecture and requirements documents:
  - Created and refined site maps, wireframes, functional specifications and technical specifications
- Managed and produced custom application projects:
  - Delineated project scope, objectives, requirements and milestones
  - Maintained relationship with clients - derived business requirements, identified, tracked, managed, and resolved project and client issues
  - Managed project teams, including resource allocation and day-to-day scheduling - ensured projects stayed on schedule and within budget
  - Prepared project progress reports and led weekly team meetings
  - Tracked, analyzed and reported project goals, progress and results
- Managed creative department:
  - Set and managed schedules; presented creative concepts to clients; communicated client goals and requirements to team

IllusionFusion Interactive — New York, New York

*May 2000 to March 2001*

*Web Producer*

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Clients: The Bank of New York, Clairol, Disney, Ericsson, Chase

- Developed information architecture:
  - Created comprehensive site maps, page maps/wireframes, and user interface specifications
- Managed and produced website development projects for outside clients:
  - Met with clients to derive and define business requirements, communicated client requirements to creative and technical team
  - Managed project teams, including resource allocation and day-to-day scheduling - ensured projects stayed on schedule and within budget
  - Prepared proposals and contracts

The Alan Guttmacher Institute — New York, New York

*August 1997 to May 2000*

*Website Administrator*

- Relaunched website, including designing, and rearchitecting, coding, and managing back-end programming
- Maintained and monitored site function, including setting site permissions, maintaining and altering scripts (PERL)

## PROFESSIONAL CERTIFICATIONS AND AFFILIATIONS

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- PMP, Project Management Institute, 2005

## EDUCATION

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1992, Bachelor of Arts, Philosophy, University of Georgia, Athens, Georgia