Eva Wong

SENIOR PROJECT MANAGER

Professional Experience

Senior Project Manager   Jan 2018 - Present

10up, Remotely Distributed Team

- Discover, define, and update Functional Requirements and effectively translate the product vision to clients, vendors, internal stakeholders, and engineering team, while providing direction and support to each discipline.
- Create strategic project plans and task breakdowns that include iterative milestones, illuminate project risks, align delivery with set timelines and budgets, and account for resourcing availability throughout the project lifecycle.
- Successfully execute project plans using Agile (Scrum or Kanban) methodology by exhibiting ownership of task assignments to assigned project personnel, proactively removing blockers, and ensuring alignment of production output with expected milestones.

Senior Digital Project Manager   Apr 2015 - Jan 2018

Connective DX, Portland, OR

- Manage multi-million dollar projects concurrently for global enterprises.
- Align and lead internal and external design, business strategy, and engineering teams, identifying organizational change impacts and develop a methodology and culture around managing change.
- Build strong relationships with stakeholders and gain buy-in and create shared success metrics to ensure commitment and prioritization.
- Develop, maintain, and communicate realistic timelines spanning from a few months to multi-year projects specifying phases, activities, deliverables, deadlines, resource staffing, and other project expenses.
- Bring an informed point of view on day-to-day process modeling to complement and evolve existing tools, workflow, and prioritization methodologies for cross-functional business execution.

UX Designer/Product Owner   Feb 2012 - Apr 2015

Adpearance, Portland, OR

- Creation of user experience strategy, website layout, and functionality via wireframes, user flows, mockups.
- Create and propose website budgets, technical project requirements, content creation requirements, and post-launch maintenance recommendations.
- Engage in all client communication, create timelines, and ensure that deadlines are achieved from beginning to end of new websites, including Intake, Wireframes, Marketing and SEO strategy, Design, Content Creation, Development, Testing/QA, and Launch.
- Oversee all internal and client website operation and maintenance post-launch, including determining priorities, timelines, team workflow, and quality assurance.

Contact

📞 503.484.4605

✉️ hello@evawong.me

👆 evawong.me

Education

University of Oregon
Robert D. Clark Honors College
Eugene, OR
Psychology and Chemistry

Skills

Project Management
JIRA/ Confluence, Basecamp, Harvest, Google Apps, MS Project, Trello, GatherContent, Notable, InVision

CMS
Drupal, Wordpress, Sitecore, ExpressionEngine, Craft, Magento, AEM, Squarespace

Prototyping
Balsamiq, UXPin

Analytical
Qualtrics, SPSS, Google Analytics