

## Joe Davis, PMP

Boise, ID 83705 • (208) 917-2862 • joedavismp@gmail.com • <https://www.linkedin.com/in/joedavismp/> • <https://joe-r-davis.github.io/>

### SUMMARY OF QUALIFICATIONS

Project Management Professional (PMP)® providing solutions for web, print and mobile users. Diverse skill set in project planning and delivery, full-stack software development, workflow process innovation, creative software applications, resource management and budget administration.

- 22 years of consulting experience providing project management solutions for clients including Capital One Bank, Motion Picture Editors Guild in NY and LA, and small businesses across the country
- Production Manager at Portland Mercury and Willamette Week, 2 of the most prominent media companies serving Portland, OR
- Expert level Adobe CS (Photoshop, Illustrator, InDesign)
- HTML5, CSS3, JavaScript, Vue, Bootstrap, C#, Git, MongoDB, Node.js, WordPress, SQL
- Proficient in Agile, Scrum, Scrumban, and Waterfall methodologies

### PROFESSIONAL EXPERIENCE

#### **Freelance Project Lead**

**Boise, ID – Portland, OR**

Consultant

04/1995 - Present

- Providing e-commerce solutions, front end design upgrades, and print collateral for a very diverse range of clients
- Excellent stakeholder expectation and scope management that focuses project team efforts on key deliverables, efficient communication, and integrating approved changes
- Technical design and development expertise that ensure client satisfaction while adhering to deadline and budget constraints

#### **The Portland Mercury**

**Portland, OR**

Production Manager

03/2007 - 01/2017

- Streamlined the layout of the paper reducing printing costs \$50,000 annually and increased the profit margin per page 6%
- Designed and implemented a custom WordPress website for product launch (True Parent magazine) without additional investment costs or production delays
- Initiated changes in the workflow which ensured we consistently hit deadlines and had greater leverage with our vendors when addressing finished product quality

#### **Willamette Week**

**Portland, OR**

Production Manager / Circulation Director

08/2003 - 03/2007

- Developed and administered budgets of \$2.1 million—production staff and infrastructure, and annual print budget (the largest line item in the entire budget for Willamette Week)
- Promoted to Production Manager 08/2005 in recognition of my design portfolio and exemplary work as Circulation Director—The only manager to have served as the head of two different departments for Willamette Week
- Supervised staff of 10 designers, multiple freelancers and production interns while acting as key liaison between Sales, Editorial and Production departments
- As Circulation Director, created the circulation model for the most successful annual publication (FINDER), successfully adapting annual \$300,000 budget mid-year to accomplish delivery and strategic market presence
- Refined the delivery location database, driver reporting and routes to increase the number of readers while simultaneously reducing the overall print run by, delivery and printing costs by 6%
- After just 3 months as Circulation Assistant promoted to Circulation Director in charge a staff of 20 contracted drivers

### EDUCATION & CERTIFICATIONS

- Full-Stack Developer Certification, Boise CodeWorks (January - April 2018)
- Project Management Professional (PMP)® - PMI Member ID 5050544
- Whitman College, B.A. in Philosophy / Pre-Law, National Merit Scholar