

Tanya Zimmerli, PMP

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Experience

Feb 2010 – present

Balance Interactive, Springfield, VA

Senior Project Manager – Coordinate and manage Web-based projects for clients. Responsibilities include creating and managing schedules, client communication, managing project team, creating strategy, facilitating meetings and invoicing.

Sep 2004 – present

dotLotus, Reston, VA

Owner – Work with clients to deliver a wide-range of technology projects. Common tasks include general project management and coordination, requirements and business analysis, information architecture and workflow design, copywriting and specification creation, database design and programming, e-commerce implementation, site maintenance and technical support.

See <http://www.dotlotus.com/projects> for more detail.

Mar 2003 – Sep 2004

iMedOptions, LLC, Potomac, MD

Director of Technology and Services – Managed all of technology and production for start-up online publishing company.

- Established technology department in a start-up company. Hired key development and production staff. Created professional Web development and production environment: including source code control system, issue tracking and content workflow management.
- Oversaw design of technology platform to support multiple sub-sites, templated content entry, and repeatable processes.
- Managed numerous projects resulting in the delivery of over 150 learning modules and interactive case studies, 15 interactive tools and animations, 13 print monographs and books, 4 CD-ROM programs, and in excess of 1000 news stories, abstracts and summaries.

Jan 2001 – Mar 2003

Conservation International Foundation, Washington, DC

Director of Application Development – Project director for enterprise-level software initiatives and member of the IT management team.

- Led a team in creating a custom application to award grants and monitor the performance of grants worldwide. The system, composed of a number of integrated components replaced a poorly performing third-party solution.
- Managed redeployment of CI's intranet and four other websites using the eXpressroom content management system. Also responsible for coordinating strategy, maintenance and production of six more specialty websites.
- Ensure service fulfillment from vendors performing work on a variety of projects including: implementation of Oracle HR, website implementation / redesign, creation of online donation application and creation of an interface between Oracle HR and CI's intranet.
- Create department-level plans for budget, staffing and strategy.

Dec 1999 - Jan 2001

eContributor.com, Inc., Washington, DC

Director of Product Development – Product lead for all software applications related to the delivery of online services by an application service provider that catered to political and non-profit organizations seeking to collect donations over the Web.

- Oversaw the creation and management of a suite of Web services targeted at political and non-profit organizations seeking to collect donations over the Web. Service processed over \$8 million in contributions in one year.
- Built a ten member Product Development engineering team, including software engineers, QA, and product managers.
- Designed and developed a BEA WebLogic server application for an online advisement system for Donor Advised Funds (DAF). Project was implemented in five months by an outsourced engineering team to meet a very narrow marketing window.
- Served as corporate representative to the OPX (Open Philanthropy eXchange) Forum.

Jun 1999 - Dec 1999

Clara Vista Corporation, Fairfax, VA

Project Manager – Team lead for delivery of the first version of an integrated extranet solution for telecommunications bill presentment for Net2000.

Jul 1997 - Jun 1999

Magnet Interactive Communications LLC, Washington, DC

Technical Director – Team lead for Web-based application solution delivery to clients on a wide variety of projects including a Web-based content management system, executive information system. Participated in the authoring of two patent applications and authored white papers on XML and e-commerce.

Oct 1994 - Jul 1997

Personal Library Software, Inc., Rockville, MD

Project Manager – Key team member during full lifecycle of three enterprise full-text search products including one of the earliest Web-based search engines and a full-text search solution for the Informix database.

Aug 1993 - Oct 1994

Best Software, Inc., Reston, VA

Manager of Quality Assurance – Department manager for eleven team members with highly varied backgrounds supporting the successful deployment of several accounting applications.

Sep 1992 - Aug 1993

Molecular Design Limited, San Leandro, CA

Software Quality Assurance Engineer – Development team member for a proprietary organic chemical database used by the majority of the top 25 pharmaceutical companies at the time.

Aug 1991 - Sep 1992

IntelliGenetics, Inc., Mountain View, CA

Software Quality Assurance Engineer / Project Manager – Key team member for software designed to encourage scientists to submit genetic sequence data to a public database.

Education

University of California, Berkeley

B.S., Electrical Engineering and Computer Science, 1991

Certified Project Management Professional (PMP®), 2004

Project Planning and Program Control Processes, *PMT Online Training (45 hours)*
Management Development, *Conservation International In-house Training*
Software Lifecycle Processes, *IntelliGenetics In-house Training*
Object-Oriented Analysis and Design, *UC Berkeley Extension*