

## IAN STARR

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### Seeking position in **Project Management**

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#### **SUMMARY OF QUALIFICATIONS**

More than 4 years project management experience covering: Web, Software, Marketing, Information Technology and Creative projects. Experience managing numerous projects: concurrently, across multiple teams, utilizing shared resources, outside vendors and volunteers. Highly organized, flexible and tenacious; learns quickly with excellent initiative and follow through.

Adept in:

- Developing project schedules
  - Steering, tracking, reporting
  - Meeting deadlines
  - Infrastructure development
  - Improving quality and efficiency
  - Working with Engineers
  - Clear communication
  - Fostering teamwork
  - Staying calm under pressure
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#### **PROFESSIONAL EXPERIENCE**

##### **Simple Star, Inc**

San Francisco, 2005 - 2006

*Simple Star develops software products and services, helping consumers share their memories in new, entertaining ways. PhotoShow is their flagship product: [simplestar.com](http://simplestar.com)*

##### **Project Manager - Information Technology (IT) and Marketing | Creative Departments**

- Managed project planning, scheduling, tracking and status communication to stakeholders.
- Worked across multiple departments to coordinate schedules and resources; maintaining effective communication cycles throughout project lifecycle.
- Increased productivity by 30% in the Information Technology Department.
- Created and implemented various infrastructure tools and processes that increased efficiency and quality of final deliverables in the Marketing | Creative Department.
- Facilitated project kick-off and lessons-learned meetings.
- Information Technology projects included: commercial Network Attached Storage (NAS), network resource monitoring and availability of systems and servers, server cluster test environment, Help Desk tracking system, server coordination and deployment in collaboration with collocation provider.
- Marketing | Creative projects included (for Simple Star and partners): websites, micro sites and web updates, monthly email newsletters and email blasts, sell sheets, PhotoShow application graphics and tradeshow booth vendor coordination.

##### **BLACK ROCK CITY, LLC**

San Francisco, 2002 - 2005

*Black Rock City, LLC produces 'Burning Man', the annual event whose mission includes fostering a society that connects individuals to their creative side and a greater participation in community and civic life: [burningman.com](http://burningman.com)*

##### **Project Manager - Technology Department**

- Gathered project requirements, created schedules and reported status.
- Managed the Engineering Team and project processes (using Extreme Programming/Management concepts).
- Recruited, trained and managed volunteer Quality Assurance Engineers and Technical Liaisons.
- Created content, documentation and coordinated launch of new version and yearly releases.
- Managed the following projects and ongoing operations:
  - Content management system (CMS) utilized by more than 70 volunteer teams.
  - FileMaker volunteer database and questionnaire: [burningman.com/participate/questionnaire.html](http://burningman.com/participate/questionnaire.html)
  - Phone-based registration questionnaires ([forms.burningman.com](http://forms.burningman.com)) and databases.
  - Burning Man Project web annual report: [afterburn.burningman.com](http://afterburn.burningman.com)

**Macromedia, Inc. (now Adobe Systems Inc.)**

San Francisco, 1998 - 2002

*Macromedia's software empowers business users, developers and designers to create and deliver effective, compelling, and memorable experiences: [macromedia.com](http://macromedia.com)*

**Quality Assurance Engineer, Project Coordinator and Hiring Manager - Director Engineering**

- Developed feature specifications with Development Engineers; executing test plans to ensure quality throughout release cycle.
- Developed and facilitated training sessions for Quality Assurance Engineers, Informational Media Department, Technical Support and new hires.
- Calculated time estimates, set milestones, created schedules, tracked progress and reported project status.
- Projects included: Memory Testing, Script Database Overhaul and various product features.
- Managed up to 30 Quality Assurance Engineers per project.
- Organized existing or created new infrastructure that allowed for a higher quality and efficiency of projects.
- Successfully hired 12 Quality Assurance Engineers in 3 months.
- Coordinated with Human Resources to develop effective interview questions and methods.

**Quality Assurance Engineer - Flash Engineering**

- Created test plans, test scripts, test media and automation movies.
- Executed test matrices; performed unit, scenario, performance and memory tests.
- Communicated feature specifications to beta testers, Informational Media Department, Technical Support and Marketing.

**Multimedia Production Companies (various)**

San Francisco - Bay Area, 1995 - 1998

*CD ROM titles include: "Get Ready for School Charlie Brown" - Virgin Sound & Vision, "Morgan's Science Trivia Machine" - Morgan Interactive, "Big Science Comics" - Theatrix Interactive, "Head Cheese" - San Francisco Production Group and "Cooking for Today" - Multicom and Better Homes and Gardens®.*

**Art Director, Digital Artist and Production Assistant**

- Created systems and nomenclature for tracking assets, then managed the assets thereafter (animation cels, graphics, color palettes, audio files, task contents and Director files).
- Developed and documented project production processes; trained and supervised production artists.
- Designed graphics, 3-D renderings and 2-D art following specific guidelines set by clients.
- Assisted in lip-syncing, audio effects planning, activity design, "look and feel" of multi-product line and design and layout of user guides.

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**VOLUNTEER ACTIVITIES****IMPACT BAY AREA - preventing violence by teaching self-defense in a supportive environment: [impactbayarea.org](http://impactbayarea.org)**

- Mug-a-thon event assistance and fundraising 2000 – present

**BLACK ROCK CITY, LLC - Burning Man event (please see description on page 1): [burningman.com](http://burningman.com)**

- Associate Project Manager and Volunteer Coordinator - Playa Info Department 2000 - 2004
- Team member – Gate and Perimeter Department 2005 - present

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**University of California, Davis**, Bachelor of Science - Environmental Design

**University of California, Berkeley**, Certificate - Project Management

*Additional courses in Microsoft Project*