

Joshua Mitchell

CONTACT ME

503.504.4175 or joshmitch@gmail.com

Summary (Why I do)

I am an individual with the ability to create effective web communications and online software as part of a team or as an individual. The best tools will always be used by people, so I devote time in every project to listening to the people who will use what I help build. I believe the Web can and should make communication and collaboration easier—with a little planning. I have a strong desire to return to higher education and to the audience I love to work with most.

SKILLS (What I do)

- Management
- Solutions Architecture
- Programming
- Information Architecture
- Usability testing
- Interactive design
- Search Engine Optimization
- Internet communications
- Email marketing

KEYWORDS (Jargon I know and use)

Concordia, online communications, conversational media, blogging, prospect funnel, online giving, management, XHTML/CSS, Javascript, information architecture, writing, usability, user centered design, Dreamweaver, TextMate, BBEdit, Photoshop, Coldfusion, PHP, MS SQL, MySQL, Oracle, MS Access, Flash, Acrobat (PDF), IIS, Apache, SCT Banner, Datatel, communications and marketing, public speaking, training and education, MS Office, desktop publishing, Windows, Macintosh, and Linux.

EXPERIENCE (What I've done)

May 2008 – Present
The New Group
Portland, Oregon
www.thenewgroup.com

Director of Project Management: Managed of a team of project managers in a fast-paced agency environment. Key contributions include the implementation of a project management website (Basecamp) and ticketing system (ZenDesk). Other contributions include pinch hitting as an information architect and technical producer as needed.

Feb. 2006 – April 2008
Kavi Corporation
Portland, Oregon
www.kavi.com

Project Team Manager: Managed of a team of designers, engineers and project managers focused on launching new sites on a membership and collaboration platform and delivering web-based software solutions. Duties include twice-yearly performance reviews of team and daily management tasks in addition to my role a lead project manager.

Project Manager: Developed estimates and project scope documentation. Wrote and managed statements of work with timeline and milestone communication. Created budget and billing report for reporting out project successes and risks. Took on engineering design tasks as needed.

Aug. 2004 – Feb. 2006
Pacific University
Forest Grove, Oregon
www.pacificu.edu

Director of Online Communications/Web Manager: Developed the framework for an integrated Internet communication strategy in an environment accustomed to being highly decentralized. The creation of new information architecture made site navigation simpler and more intuitive. Developed a database driven calendar and news system that allows non-technical faculty and staff to share information. Where possible, I worked with departments to focus on the needs of their audiences and improve the interactivity of their information.

Adjunct Instructor: CS 120: The Information Era (Fall 2005), MEDA 265 Web Design (Spring 2006)

Jan. 2001 – Oct. 2004
Concordia University
Portland, Oregon
www.cu-portland.edu

Web Manager: Served as the point of contact for content update and primary producer/editor of Web-related initiatives. Created a calendar and news database that allows users to update timely data to the website. Projects included the creation of a course schedule interface that draws data directly from the administrative information system (SCT Banner) and the creation of an application that can export student-entered data into the administrative information system.

Conducted faculty and staff training on the use of web maintenance and content management software. Additional training experience includes seminars and workshops with the goal of improving the use of the Internet for effective, learner-centered instruction.

Adjunct Instructor: "The Web is Dead! Long Live the Web!" cross-listed seminar.

Nov. 2001 – Present
Independent Contractor
Portland, Oregon

Projects include an informational website and membership database for the Oregon chapter of the International Association of Electrical Inspectors (IAEI) and an interactive parts and service CD-ROM manual for Wirtgen America's line of road compaction equipment. (Hamm Division)

Before 2001
Other Experiences

Past employment has included direct sales, customer service management, assistant middle school teacher and football coach, assistant high school track and field coach, graphic design for the Gresham Outlook (newspaper), and enlistment in the U.S. Army, as a Signals Intelligence Analyst.

EDUCATION (Where I've learned)

Advanced Web Development with Coldfusion

- Macromedia Certified Course

Concordia University, Portland, OR

- Bachelor's Degree in English, magna cum laude

Mt. Hood Community College, Troutdale, OR

- Associate of Arts – Oregon Transfer, Education

Defense Language Institute, Presidio of Monterey, CA

- 32 weeks Korean studies (equivalent to 1 year of university study—although, I am extremely rusty.

Signals Intelligence Analyst Course – US Army

REFERENCES (Who knows me...the very short list)

Johnnie Driessner, Former CIO/current Executive Director of the Foundation, Concordia University
503.493.6549; jdriessner@cu-portland.edu

Brad Metzler, Director of ITS Infrastructure, Concordia University
bmetzler@cu-portland.edu

Ron Fonger, Director of ITS Administrative Applications, Concordia University
rfonger@cu-portland.edu

Erica Schwenneker, Former Director of Marketing, Concordia University
gogoschwenk@aol.com

Jason Grigsby, Vice President, Web Strategist, Cloud Four
503.502.7211, jason@cloudfour.com

Joyce Gabriel, Creative Director, Pacific University
503-352-2869, gabrielj@pacificu.edu

Brian Hess, Director of Planned Giving, Pacific University
503-352-2828; bhess@pacificu.edu