

Jordan Gary

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SUMMARY

Business Manager with experience leading start-ups, managing business, developing products and executing projects in the hospitality, real estate and publishing industries.

TECHNICAL SKILLS

Management

- Excels at planning, developing systems, problem solving, market research & strategy, data analysis, user-experience development, effective communications, information dissemination, project prioritizing and relationship development

Programming Languages

- Proficient in HTML5, CSS3, JavaScript, jQuery, Bootstrap, Express.js, Node.js, Swift, Database Theory, MySQL, Command Line, Git and Python

Product | Project Management

- Skilled in project planning, road mapping, wire-framing, Scrum | Agile methodologies, task prioritization, analyzing requirements, RFPs, client relations and project | product budgeting
- Familiar with Zen Hub, Salesforce, and Wrike as well as Agile methodology

Social Media Engagement

- Accomplished on Facebook, Twitter | TweetDeck, Instagram | Latergram, Pinterest | Tailwind, and LinkedIn
- Experienced with Adobe Analytics, Google Analytics, Twitter Analytics and Facebook Analytics

EXPERIENCE

ACCESS New York Metro (Remote) *Project Manager*

January 2017 – Current
September 2007 – May 2010

- Analyzed project requirements to manage and coordinate staffing for client events.
- Researched & analyzed software development requirements for SaaS-based application solutions for staffing management projects and client manifests.
- Evaluated requirements & problem solved travel arrangements, vendor procurement, venue sourcing & logistics for projects.

Smart Panda Labs *Engagement Manager*

March - July 2017

- Managed project execution to ensure adherence to budget, schedule, and scope of the product to ensure successful delivery, including project plans, team goals, software testing, success criteria metrics and project milestones.
- Liaised with project personnel to identify, plan and resolve potential problems, monitor and track project milestones and deliverables and successfully communicated between internal, external and third-party project stakeholders.
- Oversaw project Scrum meetings to coordinate activities of project team personnel.
- Prepared project status reports by collecting, analyzing, and summarizing information and defined project milestones, as well as scheduled and facilitated meetings with internal teams and stakeholders.

SideWalk Media & Consulting *President and Publisher of Delight Gluten-Free Magazine*

January 2010 – October 2015

- Developed the requirements of the *Delight Gluten-Free Magazine's* website, web applications, and managed the software development life-cycle of two versions of the magazine's custom mobile application.
- Planned and executed marketing strategies to determine the demand for products and services for the brand and identify potential customers, define a target demographic for advertisers, and maximize return-on-investment.
- Established B2B sponsorship programs to maximize brand's exposure and differentiate offerings from competitors.
- Delivered content, oversight and strategy based on reporting and analysis for internal and external social media accounts.
- Provided business management, trend analysis, product roadmaps as well as industry-specific insight to several clients.

PROJECTS

Loo-Locator

- Mobile-first full-stack crowd-sourced application helping people who have Crohn's, Colitis, IBS or anyone who just want to find a nice clean public restroom. Utilizing Google Maps API, jQuery, CSS3, & Express.js. Team lead for project implementing Agile | Scrum methodologies, develop the roadmap and wireframes.

CJ's Travels

- Mobile-responsive website providing a glimpse into offerings a US city; providing information cultural attractions, maps, trending news, dining, weather and more thru various APIs. Utilizing Bootstrap Media Queries, CSS3, & 6+ APIs from a single search. Team member creating wireframes and adhering to Agile | Scrum methodologies.

EDUCATION

DePaul University, College of Computing & Digital Media | Kellstadt Graduate School of Business

Expected Nov. 2019

Northwestern University, School of Professional Studies *Certificate, Full Stack Web Development*

April 2018

Fordham University, Gabelli School of Business *Bachelor of Science, Management Systems*

May 2004

A BRIEF HISTORY OF JORDAN GARY

Jordan Gary is a dedicated and entrepreneurial business manager that brings years of experience not only as an employee but as a business owner.

- 2003**
NYC & Company,
Intern
- 2004**
Fordham University,
BS Management Systems
- 2004**
NYC & Company,
Executive Assistant
- 2006**
NYC & Company,
Convention Services Manager
- 2007**
Amerivents,
Bookkeeper US Open
- 2007**
Empire Force Events,
Operations Manager
- 2007**
RentChic,
President
- 2010**
SideWalk Media,
President
- 2011**
Delight Gluten-Free,
Publisher
- 2011**
Future Workplace,
Network Operations
- 2017**
ACCESS New York,
Project Manager
- 2017**
Smart Panda Labs,
Engagement Manager
- 2018**
NorthWestern University,
Full-Stack Web Development
- 2020**
DePaul University,
MS Product Innovation

