

Margot Merrill

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San Francisco, CA 94103
(415) 699-7363

EXPERIENCE

Freelance Account and Project Manager

self employed
San Francisco, CA

January 2004 – present

- Redesigned Gap Inc.'s intranet and produced Flash demos for various clients at Hot Studio
- Produced all of the printed materials for Apple Computer's Worldwide Developers Conference in August 2006
- Managed the Apple Computer account for more than one year at Factor Design; grew the account from one project into a healthy ongoing partnership with the MarCom and Graphic Design groups. Produced and oversaw multiple Apple projects every month.
- Lead the development of budget and resource tracking processes at Factor Design
- Developed project management processes and launched an e-commerce Web site for Little Miss Matched, a private company with a line of clothing and accessories for tween girls
- Produced a six-language, XML- and Flash-based Web site for Nike Cycling through odopod

Senior Producer / Account Manager

frog design, inc.
San Francisco, CA

April 2001 – December 2003

- Provided overall business management of strategy, industrial design, Web and software projects from initial contact to final deliverable
- Managed multiple projects with budgets ranging from \$30,000 - \$2.3M
- Developed proposals, budgets, project plans, and contracts to meet client and internal requirements
- Researched, articulated, and documented business and user goals and front- and back-end requirements
- Coordinated design and engineering teams to deliver on-budget and on-schedule design solutions for clients such as Motorola, Macromedia, Microsoft, and Sun Microsystems

Solution Partner / Producer

Rare Medium
San Francisco, CA

July 1999 – February 2001

- Facilitated Executive Steering Committee reviews with C-level client stakeholders
- Contributed to deliverables ranging from Business Strategy and Target Audience reports to detailed Interaction Design and Technical Specification documents
- Mentored producers and associate producers
- Managed numerous Web site and application development efforts for clients such as Macromedia/Shockwave.com and The Ritz Carlton Club

Associate Project Manager / Multimedia Coordinator

Mann Consulting Multimedia
San Francisco, CA

August 1997 - July 1999

- Project management for Web site, application, and promotional CD-ROM projects
- Developed estimating spreadsheets, coordinated department resources
- Provided customer support and training
- Produced graphic assets for Web sites, software applications, and films

Production Artist

Red Rooster & Sense, Inc.
San Francisco, CA

September 1994 - May 1997

- Created product packaging, promotional materials, and advertisements for natural body care line
- Photographed models and products
- Implemented customer tracking database and invoicing systems

SKILLS

- Project Management tools: Microsoft Project, Word & Excel
- Graphic & Print applications: Photoshop, Illustrator, InDesign, Quark
- HTML & web production applications: Home Page, Dreamweaver
- Advanced knowledge of user-centered design processes including persona and use case development, usability testing, etc.
- Experienced manager of complex technical projects including industrial design dependencies and back-end systems for Web and software
- Excellent verbal and written communication skills

EDUCATION

University of California at Berkeley

- Bachelor of Arts, Political Science
- Graduated with honors 1997

Trinity University, San Antonio, TX

- Undergraduate studies 1991-93

SFSU Multimedia Studies Program

- Selected design and software classes since 1994

ACTIVITIES

- Creative and non-fictional writing
- 35 mm, digital, and large format photography
- Beginning surfing
- Co-founder, Annual Golden Gate Park Chili Cookoff
- President, Pi Sigma Alpha Political Science Honor Society 1997

REFERENCES

Excellent references are available upon request.