

Anne Jungman

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SUMMARY

Information technology professional with proven experience in all stages of software development lifecycle, from analysis through implementation. Successfully managed numerous projects and led teams in system selection, analysis of business requirements, system development and implementation. Strengths include the following:

- Project Management
- Website Architecture
- Resource Management
- Management Presentations
- Process Reengineering
- Computer-Based Training Design and Delivery

TECHNICAL SKILLS

Project Management Software:	Microsoft Project, AEC FastTrack Schedule
Programming/Scripting Languages:	HTML, DHTML, Javascript
General Software:	Microsoft Office; Macromedia Dreamweaver, HomeSite, Fireworks; Adobe Photoshop, GoLive, Illustrator, Acrobat, InDesign; QuarkXPress; Internet-related software (email, FTP, chat); Lotus Notes, Domino Designer, SameTime, QuickPlace
Operating Systems:	Windows NT, 2000 and XP; Mac OS 9 and X; Unix

PROFESSIONAL EXPERIENCE

JPMORGAN CHASE, Houston, Texas

1997-2002

J.P. Morgan Chase & Co. is a global financial services firm with operations in more than 50 countries. Headquartered in New York, JPMorgan Chase serves more than 30 million consumer/customers and the world's most prominent corporate, institutional and government clients.

Project Manager

1998-2002

Managed a range of IT projects, which included initial meetings with clients to determine project requirements, writing of proposals, development of project plans, assembling project teams, allocating resources, tracking and scheduling, HTML coding, graphic production and interface design. Received several recognition awards for excellence in project work.

- Coordinated teams of designers and programmers on several website projects, ensuring proper scheduling and reporting were implemented.
- Delivered superior customer support to internal clients, leading to repeat business.
- Collaborated in instituting the Rational Unified Process of project management for the department, which increased efficiencies in project lifecycle.
- Headed the Software Project Tracking and Oversight key process area of the department's CMM2 certification project as part of the Project Management Best Practices forum, streamlining processes and clarifying roles and responsibilities.
- Managed several website and application projects for a wide range of internal lines of business.
- Conducted effective client meetings, ensuring client requirements, project milestones and budgets were met.

Web Production Consultant**1997-1998**

Gathered requirements from clients, created website architectures, produced graphics, code, and customization of stock functions (feedback forms, site maps, search forms).

RICE UNIVERSITY TECHNOLOGY EDUCATION CENTER, Houston, Texas**2002-present**

The Rice Technology Education Center (RTEC), a unit of the Rice University School of Continuing Studies, was established in 1997 to offer high quality professional development programs for businesses and individuals in the challenging field of information technology.

Instructor

Design and deliver 24-hour classes (each session 3 hours) for Basic and Advanced Dreamweaver MX 2004, and Fireworks MX 2004. Evening classes, continuing education.

UNIVERSITY OF HOUSTON SMALL BUSINESS DEVELOPMENT CENTER, Houston, Texas**2004-present**

The University of Houston Small Business Development Center (SBDC) provides tools and resources necessary to help businesses grow and compete in an increasingly challenging global economy.

Instructor

Design and deliver 3-hour classes on Adobe Acrobat Professional, Adobe Photoshop, Adobe Illustrator, and Macromedia Dreamweaver MX 2004. Evening and day classes, continuing education.

LEISURE LEARNING UNLIMITED COMPUTER CENTER, Houston, Texas**1996-2001**

Since its founding in 1990, the LLU Computer Center has been recognized for its unique and common sense approach to computer education, where the ability to manage a computer system and function independently with one is a top priority. The LLU difference centers on a realistic definition of "computer literacy" in which *understanding* computers is just as important as *using* them.

Instructor

Designed and delivered a 6-hour Web design course; also taught basic and advanced HTML classes, both lecture and lab.

KINETIKS.COM, Kingwood, TX**1996**

Kinetiks.com was a nautical sports portal company, with over 300 sites related to boating, vacations, and travel.

Web Production Consultant

Responsibilities as web production consultant included gathering requirements from clients, creating initial drafts of site outlines, HTML coding and graphic production.

- Created architectures and drafted design templates for websites.
- Designed graphic interfaces and incorporated revisions.
- Produced graphics and HTML code for sites.
- Integrated sites into portal framework.

HOUSTON CREATIVE CONNECTIONS, Houston, TX **1994-1995**
Houston Creative Connections, now part of Aquent, is the largest creative staffing services company in Houston.

Digital Prepress Consultant

Responsibilities as digital prepress consultant included the following:

- Assembling digital materials for output – Wetmore Printing.
- Printing to film prior to press runs – Wetmore Printing.
- Creating and making ready ads for clients – Houston Chronicle.
- Assisting in creating documentation for company products – Stewart & Stevenson.

ROBILIO GRAPHIC SUPPLIES, Houston, TX **1993-1994**
Robilio Graphics Supplies was a printing and digital prepress supply company.

Sales Associate

Researched new printing and prepress technologies for clients. Represented the company at trade shows with demonstrations and seminars. Conducted meetings and training workshops.

EDUCATION

BS, Biology, University of Houston, Houston, TX

BS, Biochemical and Biophysical Sciences, University of Houston, Houston, TX

PROFESSIONAL AFFILIATIONS

Association for Women in Computing (AWP), Houston Chapter, Board Member

Association for Information Technology Professionals (AITP), Houston Chapter, Member

Women in Technology International (WITI), Member

Houston Production Managers Association, Member

CERTIFICATIONS

BCIP Web Designer/Graphic Design, Brainbench

BCIP Web Designer/Page Layout, Brainbench

Master's Certificate, HTML 4.0, Brainbench

Master's Certificate, Dreamweaver MX, Brainbench

Certificate, HomeSite 4.5, Brainbench

Certificate, Photoshop 7.0, Brainbench

Project Management Using the Rational Unified Process, Rational University