



Elizabyth Harrington

+1-503-758-9604

elizabyth@4monkeys.com

Profile

Strategic and influential leader with 10+ years experience in managing, mentoring and coaching high-performing teams with clarity and honesty to deliver software projects that exceed client expectations. Tech-savvy Program Manager comfortable in fast-paced, Agile (Scrum and Kanban), predictive (waterfall) and Hybrid environments. Experience with the SDLC within tech companies focusing on SaaS, cloud services, software and web development, smartphone and tablet apps, branding, marketing, advertising, retail, healthcare and entertainment. Excellent project management and communication skills, and high emotional intelligence.

Technologies

JIRA, Azure DevOps (ADO); Smartsheet, MS Project, SaaS, PMO, Google suite, Trello, Basecamp, Wordpress, Adobe Design Suite, Confluence, Slack, Zoom, Miro

Skills

Leadership, team building and management, mentoring and coaching, strategic direction, portfolio, program and project execution, management, reporting, researching, financial management, budgeting, forecasting, client relations, stakeholder presentations, RFP and proposal writing, identifying growth opportunities, contract writing, communication, risk analysis and mitigation planning, presentation design, content and technical writing

Experience

PROGRAM MANAGER, AD HOC LLC, WASHINGTON, D.C. (REMOTE) – 8/2021 - PRESENT

- Responsible for overseeing the successful delivery of a multimillion dollar program of complex SaaS projects in the non-profit, healthcare industry using an Agile Hybrid model. Managed program staff, budgets and deliverables and served as POC for client and outside vendors. Developed KPIs and managed program objectives. Responsible for program communications and status updates to senior leadership and stakeholders. Mentored junior PMs and PgMs.
- **Specific Accomplishments:** Led strategic planning and developed gap analysis and disaster recovery plans involving multiple internal and external teams for a complex cutover and migration of all patient personal and financial data from a legacy, cloud-based system to a newly-designed Salesforce system.

SR. PROJECT MANAGER, NIKE DIGITAL; BEAVERTON, OR – 7/2015 - 7/2018 (CONTRACT)

- Drove delivery of special projects within Nike Digital. Developed and managed relationships between vendors and internal team. Managed budgets and deliverables. Set up Agile systems in JIRA and acted as scrum master / agile coach for performance cloud engineering teams.
- **Specific Accomplishments:** Brought high profile retail project back on schedule; saved Nike more than \$25K a month in vendor over-billing

PROGRAM MANAGER, FANDANGO; LOS ANGELES, CA – 6/2010 - 4/2014 (CONTRACT)

- Set up in-house Creative Services Department, including establishing all processes and systems for project management and communication for Ad Sales projects; developed change control system and workflow tracking systems; managed large portfolio of projects for Ad Sales department. Hired and managed staff of designers and served as POC between engineering, design, business partners, clients and sales teams.
 - **Specific Accomplishments:** designed and developed guidelines for advertising components on Fandango's smartphone and tablet apps. Led Fandango's first full homepage takeover for Disney's TRON release, a million dollar campaign that involved collaboration between multiple teams of in-house and third party vendors. Increased number of custom ad-related products built in-house by 300% over 11 months.

ART DIRECTOR, GET FUGU; WEST HOLLYWOOD, CA – 9/2009 - 5/2010

- Built and managed art department in a fast-paced and chaotic start-up environment. Hired and managed staff of designers and programmers. Created and maintained design systems and project management processes. Built a dedicated and loyal team that was able to turn out quality work that met or exceeded stakeholder expectations on a daily basis.
 - **Specific Accomplishments:** Directed collaborative design on Warren Buffett's "Secret Millionaire's Club" app that won praise from both the series creator and Warren Buffett.

PRODUCT MANAGER, VISALUS; LOS ANGELES, CA – 9/2008 - 7/2009

- Managed the design and implementation of Vi-Net, a tool for ViSalus distributors to manage their business and health through a set of financial tools, social network applications, e-commerce and health tracking. Built library of Frequently Asked Questions and served as liaison between product team, business leaders and customers.
 - **Specific Accomplishments:** Developed online certification program for new distributors. Redesigned distributor and administrative dashboards. Designed online printing tool and customer service feature.

Notable Freelance Work (4 Monkeys Design, LLC)

4 Monkeys Design is my LLC that I use for contracts where no outside employment agency is involved or in situations where an LLC is required. The above gaps in my resume are due to my involvement in these types of full time contracts. This is a partial list of some of the more notable programs I've done through 4 Monkeys:

- **Toyota** - Smart Board Installation for Toyota Learning Center at Toyota Headquarters - Los Angeles (*Program management and delivery, proposal writing, contract negotiation, budgeting, hiring, project management, stakeholder and vendor management*)

- **Nissan** - iPad app for Sales Training Conference (*Program management, contract negotiation, budgeting, hiring, project management and delivery, stakeholder and vendor management*)
- **Disney Consumer Products** - designed and delivered two iterations of the Disney Bridal website (*Project management and execution, design*)
- **Korbel Media** - set up interactive department and all relevant PMO systems, processes and documentation; managed portfolio of web-based, e-commerce programs for Korbel Champagne Cellars, Korbel Brandy, Kenwood vineyards. Hired and mentored project managers. (*Portfolio management, e-commerce, proposal writing, contract negotiation, budgeting, hiring and staff management, project management, vendor management, documentation*)
- **Hansen Beverage Company** - Rumba beverage and Hansen Beverage websites (*Program management, proposal writing, contract negotiation, budgeting, e-commerce, hiring, project management and delivery, vendor management, design*)
- **East Los Angeles Community College** - RCAT website (*Program management, proposal writing, contract negotiation, budgeting, hiring, project management and delivery, vendor management, documentation*)
- **Mandalay Pictures** - UCLA/Peter Guber's online film class (*Program management, proposal writing, contract negotiation, budgeting, hiring, project management and execution, retail, curriculum development, vendor management, product management*)
- **Moviola Education Center** - designed and taught web design course for film editors (*Program management, curriculum development and textbook writing, management, proposal writing, contract negotiation, budgeting, hiring and managing teachers, documentation, teaching*)

Education and Certifications

PMP Certification, 2022

CSM Certification, 2016

Bachelors in Business Administration, 2015 (Warner Pacific University; Portland, Oregon)

- Specific Accomplishments: Dean's List (4.0 GPA) Spring and Fall 2015