

Erica Elzey

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SUMMARY

I am an experienced Project Manager with a demonstrated history of working in the ecommerce industry. Skilled in various CMS platforms, QA, design, and front-end development along with superb organizational skills, I am seeking an opportunity that enables the use of these skills and qualities to add value to a prospective employer while facing new challenges head-on with continual learning and perseverance.

EXPERIENCE

December 2019 – July 2020

Strategic Engagement Manager – Something Digital | New York, NY

- Coordinate and manage team in a collaborative effort in relation to development and code releases
- Maintain ongoing and expanding client relationships through weekly interactions, quarterly business reviews and site visits
- Participate in resolving operational duties encompassing billing, staffing and utilization management
- Work closely with various departments including digital strategy, design and marketing/sales

November 2017 – December 2018

Project Manager - Act Bold Media Group | Century City, CA

- Successfully led the development and design team in rebuilding/maintaining multiple websites across various platforms including Shopify, Magento, Drupal, and Wordpress
- Prioritized multiple projects and allocated resources to achieve goals and reach specified timelines

- Generated and executed UAT documents to ensure quality assurance before handing off to client or production deployment
- Upheld clear and consistent communication with clients on a daily/weekly basis
- Assisted in product uploads, image editing, discount codes, merchandising, etc.

April 2016 – November 2017

Project / QA Manager - Anatta Design | Santa Monica, CA

- Customer service support for internal Shopify store; handled fulfillment and shipments
- Planned and implemented tasks across multiple ecommerce projects in various industries such as diamonds, shoes, retail stores, etc.
- Gathered requirements and thoroughly tested the functionality of the website using UAT documents/automated testing; compared against designs to ensure pixel perfection

June 2014 – April 2016

Frontend Web Developer - Color Image | Commerce, CA

- Rebuilt and maintained multiple Magento websites in the retail space
- Seamless coding and markup with pixel perfect responsive design
- Performed cross-browser and platform/device compatibility

February 2011 – June 2014

Web Developer/Graphic Designer - ZipEd Tech | Brentwood, CA

- Designed and coded tutorials for Moodle
- Bootstrap, responsive designs
- UI/UX

August 2009 – February 2011

Jr Web Developer/Graphic Designer - 1Eleven Design | Burbank, CA

- Designed, developed and maintained websites
- Photo editing and optimization
- Sliced PSDs into HTML/CSS

SKILLS

Tools: Basecamp, Trello, Asana, Jira, Github, PhpStorm, Photoshop

Proficiency in: Magento, Shopify, Wordpress, Microsoft Office

EDUCATION

Arizona State University – Bachelor of Business & Computer Science, 2009