**ERIC TABONE**

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607.227.6803

work@erictabone.com

**EDUCATION**

**Master of Science (Communications)**

*Ithaca College, Ithaca, NY May ‘05*

**Bachelor of Science (Communications)**

*Ithaca College, Ithaca, NY May ‘02*

**PROFESSIONAL EXPERIENCE**

**Operations Manager**

*Undercurrent, New York, NY 6/2010 – present*

* Manage, forecast, and analyze resource allocations & needs across billable and non-billable activity
* Operationalize systems & resource management with Strategy Directors, reporting to Founding Partners
* Provide recommendations for assigning strategists based on availability, expertise, and interest
* Communicate regularly with individual employees regarding workloads to ensure sustainable ecosystem
* Implement and oversee organizational policies, processes, and ongoing improvements
* Maintain organizational systems and tools
* Pre-board & on-board new hires and off-board departing employees
* Continue ongoing mentorship of Office Administrator

**Senior Digital Producer**

*Undercurrent, New York, NY 6/2008 – 5/2010*

* Consulted with clients applying digital and social behaviors to marketing and organizational challenges
* Managed multifaceted, multiagency social media campaigns
* Directed and advised brands with strategic digital & social media partnerships
* Operated a self-implemented organizational resource management system
* Wrote and edited internal & external communications, including emails, strategies, and manuals
* Contributed significant financial & cultural growth of the company from start-up to consultancy
* Strategized digital solutions for specific client challenges
* Mentored within Producer and administrative disciplines
* Fostered healthy office-wide interpersonal relationships

**Interactive Producer**

*Big Spaceship, Brooklyn, NY 9/2006 - 6/2008*

* Managed production teams comprised of strategists, UX/IA, designers, developers, QA, and interns
* Scheduled and carried out project lifecycles from kick-off to hand-off
* Calculated, documented, and oversaw over $3 million in project budgets
* Researched project technical support requirements
* Established and continually managed client expectations
* Contributed creative concepts to proposals and brainstorms
* Organized and moderated internal team meetings
* Provided occasional light programming, QA and play-testing

**Project Manager**

*Domani Studios, Brooklyn, NY 11/2005 - 9/2006*

* Managed interactive projects in the creation of websites, banners, and HTML emails
* Facilitated communications between clients and third-party agencies
* Balanced upwards of 11 simultaneous projects
* Regularly managed projects for 100,000+ visitor/day sites
* Improved internal communications using collaborative file systems
* Organized and structured systems of networked documents