ERIC TABONE

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EDUCATION

Master of Science, Communications, Ithaca College, 2005

Bachelor of Science, Communications, Ithaca College, 2002

PROFESSIONAL EXPERIENCE

Operations Manager at Undercurrent, New York, NY *6/2010 – present*

Manage, forecast, and analyze resource allocations & needs across billable and non-billable activity

Operationalize systems and 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 at 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 at 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 at 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