

Doug Hahn

PMP, MFA

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ABOUT ME

I'm a PMP-certified technical and marketing project manager with skills in development, content design, documentation, and communication. I use transparency, compassion, and hands-on experience to see amazing endeavors through to success.

EXPERIENCE

- 2015-present
APP DEVELOPMENT PROJECT MANAGER
Contract | San Francisco
 - ✓ Guided leaders across 5 departments and senior engineering team to build \$80k app that fully customized branded assets for national sales.
 - ✓ Served as product owner to develop a \$30k VR tour for a \$100MM distillery complex. Progressively elaborated needs through phases.
 - ✓ Synchronized communication, requirements, user stories, and documentation between HR, legal, management, and senior engineer stakeholders to ensure requirements were met for multi-lingual time clock applications (web and iOS apps for end user and managers/HR), with a 150K budget.
 - ✓ Facilitated joint application development sessions to elaborate user flows and discover solutions for Python-based and iOS webapps.
 - ✓ Aligned stakeholders as product owner of marketing compliance app in the national spirits market, meeting state and federal regulations.
 - ✓ Navigated senior leadership and engineers through rapid launch of a \$60k MVP eCommerce website during pandemic to drive business value.
- 2010-present
CONTENT DESIGN & MARKETING PROJECT MANAGER
Contract | San Francisco
 - ✓ Acquired buy-in and led development of a cross-functional, data-driven content strategy for Bently Heritage (\$100k budget).
 - ✓ Facilitated collaborative brand identity sessions based on qualitative research to produce identity guidelines and strategy documentation.
 - ✓ Led design and development of dozens of websites; budgets from \$5 to \$50K, including the launch of Bently Heritage, a \$100MM investment.
- 2019 to present
WRITING LEAD
Contract | San Francisco
 - ✓ Collaborated with C-level executives to define investment strategy and ethical standards for nonprofit. Workbook in use since 2019.
 - ✓ Created tenant handbook for high-end commercial properties, including the Bently Reserve in San Francisco.
 - ✓ Coordinated effort to build Bently Enterprises' company handbooks.

EDUCATION

MFA: CREATIVE WRITING
Sarah Lawrence College
2003- 2006

BA: ENGLISH
Loyola University Chicago
1998-2002

PMP
Project Management Institute
2021; #3130172

SKILLS

- Project Management
- Agile Methodologies
- Product Management
- Content Design/Strategy
- Technical & Marketing Writing
- Editing & Copyediting
- Digital Marketing (SEO/SEM)
- Print/Web Design
- Adobe CS
- MS Suite (Excel & Sheets)
- Project Doc & Static Generators (Sphinx, MkDocs, Middleman, Publish, Hugo, Jekyll)
- Web Development (Version Control, CSS/SCSS, JS, HTML, PHP, Twig, Frameworks & APIs)
- Content Management Systems (Craft, Forestry, WordPress)
- Email Marketing & Development
- Meeting Facilitation & Teaching