


Ian Stalvies – Senior Project Manager / Producer

Personal Information:	
Name:	Ian Stalvies
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Address:	55B Kenyon Street, Fulham, SW6 6LA, England
Nationality:	Australian

Skills:	
Web / Project Management: <ol style="list-style-type: none">1. Usability & Information Architecture (3 years, expert)2. Accessibility (2 years, expert)3. Direction of coding best practice (1 year, expert)4. Project Management (3 years, expert)5. Process Creation / Innovation (3 years, expert)6. Change Management (3 years, expert)7. Product Strategy (3 years, expert)8. Content Creation (3 years, expert)9. Technical Writing (2 years, expert)10.  Norwegian (6 months, basic)	Software: <ol style="list-style-type: none">1. Microsoft Project (3 years, intermediate)2. Dreamweaver MX04 (2 years, intermediate)3. HTML / XHTML 1.0 (3 years, intermediate)4. Microsoft Office (10 years, expert)5. Microsoft FrontPage (3 years, expert)

Quick links – recent content:	
<ul style="list-style-type: none">▪ Northern Tool www.northerntooluk.com	<ul style="list-style-type: none">▪ Ursula Sweeney Massage www.massagesydney.com
<ul style="list-style-type: none">▪ Coca-Cola GB www.cokecce.co.uk www.cokevending.co.uk www.cokepubandbar.co.uk	<ul style="list-style-type: none">▪ The Positive Food Company www.positivefood.co.uk▪ English Oak www.englishoak.com

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Experience:

3/2004 – present: Senior Account Manager / Usability and Accessibility Consultant

VIEW - London, UK

Integrating country-specific Rolls-Royce intranets into a single, global intranet. Completed projects include:

- W3.org and Accessible templates for the global intranet compliant to WAI level 2 and developed using a table-free layout.
- Global Locator for Rolls-Royce employees to find information on any global site (concept, direction of Flash and back-end / CMS development)
- DMCS intranet delivering complex management systems to Rolls-Royce engineers across sites in the UK, US and Germany.
- Microsite for Farnborough Centenary Airshow in 2004.
- News microsite for internal communications

Other projects:

- Usability audit, rework and direction of rebrand for Northern Tool UK
- Accessibility review for Rio Tinto and Wates.co.uk corporate sites
- Direction and coding of AAA accessible websites for Value Retail group
- Project Management of Leadership Lounge website for Compass Group

7/2003 – 3/2004: Head of Design and Development

FRESCA - Beaconsfield, UK

Fresca provides website management services to blue chip clients including Coke, VirginMega and Masterfoods Drinks.

Key Projects:

- Development of My Career intranet for Coca Cola Enterprises within 4 weeks. This covered all HR activity within CCE featuring 1,700 pages and over 24,000 links.
- Client & Project Management of all clients
- Launch of new corporate website (www.fresca.co.uk)
- Management of Design and Development team (four staff)
- Implementation of Best Practice for Usability, Accessibility & Search Engine Optimisation
- Accessibility review for all Coke sites, Masterfoods sites (URLs below), as well as VirginMega (www.virginmega.co.uk)

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Experience:	
<p><i>Fresca Clients & Projects:</i></p> <p>Coca-Cola Enterprises CokeCCE – www.cokecce.co.uk Coke Vending UK – www.cokevending.co.uk Coke Pub and Bar – www.cokepubandbar.co.uk My Career (intranet)</p> <p>Masterfoods Corporation Mars Drinks hub – www.marsdrinks.co.uk Drink Galaxy – www.drinkgalaxy.com</p> <p>Pentax Pentax UK – www.pentax.co.uk PR Site – www.pentaximagingpr.co.uk</p>	<p>Positive Food - www.positivefood.co.uk</p> <p>Dream Books - www.dreambooks.net</p> <p>DriveTech UK Main Site – www.drivetech.co.uk Thames Valley SAS – www.drivetechsas.com</p> <p>Seeds of Change New Site – www.seedsofchange.co.uk</p>
<p>3/2003 – 8/2003: Project Administrator (Contract)</p> <p>COMMUNITY FUND - London, United Kingdom </p> <p>The Community Fund distributes money raised by the National Lottery to support groups, charities and UK agencies working abroad.</p> <p><i>Key Projects:</i></p> <ul style="list-style-type: none">▪ Creation of Project Management Guide and Template specific to department, in line with Prince2 methodology. This includes the creation of documentation and briefs to manage all project work, plus training and implementation of procedures.▪ Maintenance and redesign of all intranet content for department▪ Specification and Design for Automated Database to submit and process Change Requests across the organisation.▪ Administrative support to department	
<p>4/2002 – 10/2002: Clubhouse Assistant (Working Guest)</p> <p>LOFOTEN GOLFBANE - Gimsøy, Norway </p> <p>Situated on the Lofoten Islands of Northern Norway, Lofoten Golfbane is one of the world's most northernmost golf courses, at a latitude of 67°14'N in the Arctic Circle.</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none">▪ Reception and Administration in Clubhouse (combination of Norwegian and English), including design for advertisements▪ Organisation of groups from Europe and the US, plus co-ordinating local tournaments with member-only and open entry▪ Instructing groups on the driving range and course.	

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Experience:

7/2000 – 2/2002: Implementation Manager

MONSTER.COM ASIA PACIFIC - Sydney, Australia 

Monster is the world's leading recruitment network with sites in 21 countries. The Asia Pac region includes Australia, New Zealand, Singapore, Hong Kong and India.

Achievements:

- Led Asia-Pacific launch of Monster Office HQ, for all client HR activity on Monster.com. This included management of all milestones, localisation of content for five countries, and the design of new processes to be used by Client Services staff globally.
- Managed implementation of client projects accounting for over 30% of Monster company revenue, including BHP Billiton, Oracle, Compaq and Peninsula Hotels.
- Developed efficient processes and procedures for Web Support team, keeping staff costs static for 18 months whilst organisation size grew by 75%.
- Managed Web Support team of four staff;
- Review, redesign and documentation of all processes relating to Web Support, including staff training where required;
- Created technical documentation for the creation and maintenance of Monster's three major client products (Career Site Hosting, Alliances and MonsterTRAK), as well as comprehensive client documentation for each Monster product;
- Co-ordination and setup of company intranet; and
- Co-ordinating full launch of sites in New Zealand and India.

Monster Clients & Projects:

BHP Billiton

<http://jobs.bhpbilliton.com>

Cathay Pacific

<http://careers.cathaypacific.com>

Peninsular Hotels

<http://careers.peninsula.com>

Monster sites

Australia, New Zealand (offline)

Singapore - www.monster.com.sg

Hong Kong - www.monster.com.hk

India - www.monsterindia.com

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Experience:

2/1999 – 4/2000: Product Information Analyst

MICROSOFT - Dublin, Ireland

Microsoft EOC is the headquarters for Microsoft in Europe, developing and manufacturing products in 32 languages. As part of this role I was responsible for:

- Maintaining precise Bill of Information (BOM) information from creation through to release and beyond, for programs and consumer products including Developer, Technet and Microsoft Office.
- Complete and accurate transfer of BOM data to Manufacturing Turnkey Vendors (MTVs) in Ireland and Great Britain.
- Liaising with MTVs and Marketing Operations in Ireland and the United States, to resolve issues arising through the release process.
- Input into processes affecting design, analysis and implementation.

4/1998 – 11/1998: Parliamentary & Committees Officer

LEGISLATIVE COUNCIL – Sydney, Australia

The Legislative Council is the upper house of the New South Wales Parliament. I was responsible for two concurrent roles:

[Parliamentary Officer]

- Co-ordinated rollout of PC and printer systems for Legislative Council (45 offices in total), devising timetable and seeing project through ahead of schedule.
- Resolved user issues using own skill set and support of help desk / contractors.
- Negotiated with Parliamentary members regarding allocation of resources.

[Committees Officer]

- Assisted in preparation of committee reports on electricity and state development.
- Organised submissions to committee inquiries from experts, institutions and the public.
- Distributed documentation and reports to committee members.

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Education:	
11/2000:	Postgraduate Certificate in Interactive Multimedia UNIVERSITY OF TECHNOLOGY - Sydney, Australia This course is designed to give students an understanding of multimedia industry, production processes, products and technologies. The course covers both theoretical and practical issues of multimedia development.
8/2000:	Project Integration AUSTRALIAN INSTITUTE OF PROJECT MANAGEMENT - Sydney, Australia This is an intensive course covering integration of projects, and all aspects of project management. A project was undertaken concurrently to combine theoretical and practical elements. Four case studies from personal experience were also examined and evaluated, and analysis submitted to confirm understanding of key concepts.
11/1995:	Bachelor of Business UNIVERSITY OF NEWCASTLE - Newcastle, Australia <ul style="list-style-type: none">▪ Majors in Marketing and Finance▪ Distinction average – degree conferred with merit.

Additional Information:
Matthew Talbot Hostel - volunteer This hostel provides three meals a day to the homeless, as well as accommodation and other services. I worked as a volunteer at the Talbot for eight months until leaving Sydney in February 2002.
Fitness Instructor – various locations From 1995 to 1999 I worked as a Fitness Instructor and Personal Trainer on a part-time basis, in Newcastle, Sydney, Melbourne and Dublin.
Other Interests <ul style="list-style-type: none">▪ Golf – won two tournaments in 2002 (Lofotposten Open and Den Store Høstjakta) + current handicap of 30.▪ Running, Squash, Tennis - varying proficiency