

**Chris H. Foleen**  
4860 NW 186<sup>th</sup> Ave  
Portland, OR 97229  
503-439-1441 • cell: 503-807-7365  
chfoleen@mvisionstudios.com

---

### Resource Manager Profile

---

Highly experienced resource manager/scheduler that can successfully handle planning and scheduling for project production, delivery, and reporting. Extensive experience with PSA software such as Tenrox, SharePoint, and Unica. MS Office expert, especially Excel. Detail oriented and driven to meet deadlines with excellent communication and people skills.

- Accomplished coordinator experienced working with creative teams
- Outstanding interpersonal skills: experienced communicator with all levels within an organization
- Skilled in completing multiple, complex projects with shifting priorities
- Experienced in assuring accurate compliance with branding, licensing, messaging, and content requirements in complex organizations and partnerships
- Detail-oriented, experienced in creating and managing planning databases; excellent proof reader.

---

### Professional Experience

---

**Infogroup Yesmail**    **Portland, Oregon**    **11/12/2012 – 7/30/2015**  
*Resource Scheduler*

- Created and managed resource planning/scheduling for the daily production, delivery, and reporting of targeted email communications using Upland Tenrox, resulting in improved team production efficiency.
- Primary resource scheduler between the internal delivery teams: Creative, Web Production and email production staff.
- Performed analytics, established regular analysis process, and created benchmarks to identify trends or issues in scheduling.
- Expert in Upland Tenrox resource management module for scheduling and reporting.

ENVIRONMENT: MS Office (Word, Excel, Outlook, PowerPoint). Networked PC workstations. Adobe Acrobat Reader. Primary web browser Chrome, Firefox and IE.

**Intel (contract through Collabera)**    **Beaverton, Oregon**    **1/24/2012 – 11/11/2012**  
*Campaign Project Coordinator*

- Created and maintained team SharePoint MOSS sites, gathering and organizing information and keeping it up to date
- Managed all aspects of program meetings: validating logistics, setting agendas, posting materials, tracking ARs
- Tracked overall project deliverables, maintained up-to-date project “workbook”

ENVIRONMENT: MS Office (Word, Excel, Outlook, PowerPoint, Project). Networked PC workstations. Adobe Acrobat Pro. Primary web browsers Chrome, Firefox and IE.

**GISI Marketing Group**    **Tualatin, Oregon**    **9/1/2011 – 1/23/2012**  
*Key Account Sales Representative*

- Developed and maintained key accounts for the Group by effectively communicating value of the products and services GISI provides.

ENVIRONMENT: MS Office (Word, Excel, Outlook). Networked PC and Mac OSX workstations. ZOHO online CRM application (mobile app / workstation). Adobe Acrobat Reader. Primary web browser Chrome, Firefox and IE.

**Holiday Retirement Salem, Oregon**

**12/28/09 - 8/20/10**

*Marketing Resources Trafficer*

- Created department task and resource management system based on MarketingCentral, a Unica web-based agency management tool. Trained and supported Marketing Project Managers that used the system.
- Updated and maintained MarketingCentral system; point-of-contact with vendor.
- Created and revised marketing collateral such as brochures, postcards, print ads, etc.

ENVIRONMENT: Networked PC and Mac OSX workstations. MS Office (Word, Excel, Outlook, PowerPoint and Visio). Web-based collaboration and project workflow management tool (MarketingCentral). Adobe Illustrator and InDesign, and Acrobat Pro. Chrome, FireFox, and IE8. HTML and CSS.

**TransCore Inc. Beaverton, Oregon**

**8/1/05 - 5/1/09**

*Marketing Communications Project Coordinator*

- Coordinated marketing department project workflow using Microsoft SharePoint WSS as primary tool. Duties included tracking all marketing production and delivery of all company marketing campaign projects including advertising, print and tradeshow materials. Created and maintained marketing calendar; MarCom dept. company intranet site; maintained and refined the departmental project tracking and reporting system. Acted as liaison between product managers, sales managers, MarCom, and senior management.

**Touchmark Living Centers, Inc. Beaverton, Oregon**

**5/12/03 - 7/29/05**

*Marketing Communications Manager*

- Managed 5-person in-house agency that designed and produced corporate marketing communications, from sales collateral to website design.

**Hanlon Brown Design Concepts, Inc. Portland, Oregon**

**6/1/00 - 4/15/02**

*Project Manager*

- Managed several special projects for Intel clients, including the development of a unique multimedia CD-ROM, and a complex corporate employee compensation handbook.
- Assisted account executives in new business development.

**Technical Skills**

- Advanced PC expertise and proficient with Mac.
- Photoshop, Illustrator, and Microsoft Office suite (Word, Excel, PowerPoint, Outlook)
- Print production from concept to press check
- Familiar with HTML, CSS, Web tools and Web design considerations such as graphic file formats

**Education**

BA Art & Design: Portland State University

Portland, Oregon

Postgraduate design study: Middlesex Polytechnic

London, England

**Community Activity**

**8 years as Scoutmaster, Boy Scout Troop 290, Aloha, Oregon**

- Silver Beaver award for distinguished service to Scouting; Daniel Carter Beard Masonic Scouter award; Scoutmaster Award of Merit