

# SHAHIN ZONOBI

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## SUMMARY

An innovative, results-driven Web Project Manager with extensive years of experience in the execution of cost-effective, high performance web solutions. Skilled in all facets of the project life cycle from analysis, and design through development, implementation, documentation, and user training. Demonstrated hands-on creative implementation of custom and package application software. Driven to meet/exceed business and customer expectations while also improving cost effectiveness.

## TECHNICAL SUMMARY

**Operating Systems:** Windows 95/98, Windows 2000, XP, MS-DOS, UNIX  
**Languages and Softwares:** Perl, C, Java, Microsoft Word, Microsoft Excel  
**Internet/Web Technologies:** HTML, DHTML, XHTML, XML, Javascript, CSS, Dreamweaver  
**Other:** Photoshop, FTP, Teamsite Content Management System (CMS), Sun's Staroffice Suite, Omniture, Acrobat Pro, Filezilla

## PROFESSIONAL EXPERIENCE

**SUN MICROSYSTEMS, INC.,** Menlo Park, CA

**1999 – 2008**

**Web Project Manager**

2001 – 2008

Served as the web project manager for creating and maintaining internal and external web pages for Sun's marketing department. Worked closely with business program managers to understand business requirements and help define/translate them into a functional specification. While working with engineering team to understand the functional requirements, created and managed web project plans for all releases ensuring tasks are tracking to schedule.

The primary application for Sun's internal marketing site was a customizable portal using J2EE technologies and Teamsite content management system. Migrating contents for various groups to this application resulted in substantial cost savings per quarter for each group that utilized the marketing portal to distribute their content.

1. Migrated more than thousand pieces of content for key marketing groups and business units to the Marketing Portal using Teamsite Content Management System (CMS);
2. Stakeholder management of various departments and project managers for the design and maintenance of their pages consistent with Sun brand guidelines;
3. Scheduled, managed and conducted the training of over 50 users on content publishing, workflow, and troubleshooting which enabled stakeholders to maintain their own sites, resulting in costs savings;
4. Supported the user community for any functional and technical issues on the portal such as proxy issues, search, broken links and pages, edit, and redesign;
5. Created online questionnaire forms in HTML as well as various types of feedback forms for different marketing groups as needed;
6. Wrote documentation and a Marketing Portal Publishing User's Guide to support users;
7. Managed the Sun Product Photography external website including product launch, which

- involved creating the product pages and delivering them in a timely manner. Since this was a well designed, extensive external site (200 – 300 pages) it consistently received a high number of page views;
8. Managed the Logo distribution site and served as a liaison between the logo owners, the designers and the development team to make sure the logo was consistent with Sun brand guidelines, conveyed the right message and was published properly as well as distributing logos to internal and external users

**SUN MICROSYSTEMS, INC. (Continued)**

**Human Resource Consultant, Sundial Dept.**

1999 – 2001

Sundial is the Human Resources call center for Sun Microsystems, Inc. which handles employee issues regarding their health care, 401(k) and other benefits, as well as any other HR related questions.

1. Processed I-9 employment verification for more than five thousand employees;
2. Organized new hire orientations every week by putting the new hire packages together, and helping the new hires with their forms and other questions;
3. Responsible for the entire file room;

**EDUCATION**

**BA**, English Literature and Translation, University of Tehran, Iran

**Extended Education including CIS courses at DeAnza College:**

C, Java, Unix, Shell programming, Perl, HTML, Dreamweaver, Photoshop

**TRAINING/CERTIFICATIONS**

Javascript, ISO 9000 Certified