



Mike Zawitkowski

GETTING THE RIGHT THINGS DONE, EAGLE-SCOUT STYLE.

Accomplished professional with over a decade experience and natural ability at assessing complex medleys of people, schedules, and desires, and quickly converting them to tangible and highly valued project deliverables.

Passionate project manager with in-the-trenches experience organizing disorganized problems into cohesive projects for Internet, Mobile, and Software companies. Utilizes an inexhaustible desire to learn and understand all facets of a project or product while building cooperative teams, providing leadership, and encouraging individual integrity. Excels in increasing efficiency, providing actionable metrics, strengthening customer engagement, and pursuing product perfection. Delivers results while bringing a sense of flow to the office.

Core competencies include:

Project Management 2.0 • C-Suite Relationship Management • Business Process Improvement
Systems Thinking Strategies • Financial & Business Intelligence & Analysis • Organizational Architecture
New Product Development • Iterative & Agile Methodologies • Getting Things Done[®]
Start-up, Early-Stage, & Turnaround Environments • International Relations

RELEVANT EXPERIENCE

Sr. Program Manager, Toktumi Inc., San Francisco, CA

October 2010 to Now

- Led Product team to deliver iteratively on promises for over 40 projects, completed by a small team spread out across departments and continents.
- Brought to market features that made Line2 the #1 VoIP app in the iTunes Appstore, among other awards and features on NBC, NY Times, Wall Street Journal, Engadget, and more.
- Addressed customer needs that helped to more than double the paying subscriber base within six months.

VP of Marketing and Sales, Keith McMillen Instruments, Berkeley, CA

October 2008 to June 2010

- Supervised a team of 20 independent contractors to strategize, design, and implement roadmaps for half a dozen hardware and software products.
- Launches sold out of over \$750,000 of hardware and software within first six months of product availability.
- Developed, planned, coordinated, and executed a \$300K marketing campaign leveraging digital and social media marketing platforms.

Web Producer, Flowgram, Inc., San Francisco, CA

April 2008 to December 2008

- Reported to Product Development VP and CEO on research, strategy, and customer service for this rich media application that pioneered the future of screencast technology.
- Interfaced continually with customers to bringing issues to the development team with a customer response time of less than two hours.
- Prepared and presented materials, such as rich media demos and fact sheets, to current and prospective investors, media outlets, and stakeholders.

Client Relations Specialist, IRIS Distribution, San Francisco, CA

December 2006 to April 2008

- Represented accounts for over 500 companies, constituting 80% of IRIS' customer base.
- Coached record labels and artists on digital media marketing (iTunes, Sprint, etc.).
- Worked closely to launch and secure business for IRIS' sister marketing firm, Blinker Active.

EDUCATION

Berklee College of Music, Boston, MA

Bachelors of Music, graduated June 2006

Dual Major: Production & Engineering, Business Management