

Mr. Orton is an operations and project manager with for-profit and non-profit experience. He has experience managing personnel, setting budgets and timelines, and communicating with large teams. Mr. Orton spent 10 years in environmental software consulting, working with Fortune 500 clients, speaking at large events, and managing projects.

Experience

Operations Director

2008 - 2013

Managed construction of a \$16.5+ million building, established facility operations, designed audio/visual and IT infrastructure, and improved marketing, media, and communications.

Operations Management

- Managed construction communication including builder, architect, consultants, and committee members.
- Managed FF&E budget working with staff to estimate costs and allocate funds to departments.
- Established building operating budget successfully (5% overage).
- Managed consultants, decorators, and staff to organize furniture design, selection, purchase, and delivery.
- Managed building and office moves, including interviewing movers, scheduling office and storage locations.
- Managed and hired 10+ vendors and personnel including four (4) direct reports.
- Negotiated and managed maintenance and service contracts.

Marketing, Media, and Communications

- Managed overhaul of marketing, both internal and external, including fundraising / capital campaign materials.
- Managed overhaul of communications including weekly e-newsletter and quarterly print newsletter.
- Managed and hired graphic designers, media producers, marketing companies for key roles.
- Managed and hired media team to track building construction and produce progress update videos.

Audio/Visual and Information Technology

- Designed audio system including Meyer Melodie line arrays, Midas Pro6 FOH mixer, and Lab Gruppen amps.
- Designed video system including Panasonic projectors, Kramer switchers, AJA converters, and Samsung panels.
- Designed IT infrastructure including wireless network design, Cisco switches, fiber, and incoming network.
- Mixed and mastered audio for music, speaking, and video promotions.
- Managed 20+ computers and software including purchasing schedules and Windows server (with SQL Server).

Environmental Software Consulting / Engineering

1999 - 2008

Served as a Project Manager and Supervisor for installation of commercial software packages and creation of custom design solutions. Developed marketing / sales strategies and materials.

ExxonMobil

Implemented SAP xEM combined with the T3 Data Integration and Averaging (DIA) Application. After being awarded further implementation work in 2007, Mr. Orton took over the Project Manager responsibilities for this client.

ConocoPhillips

Implemented opsEnvironmental at the ConocoPhillips Sweeny and Bayway Refineries. Mr. Orton served at the Project Supervisor and Data Integration Team Lead for Sweeny implementation, Project Manager for Bayway implementation.

Shell Oil Products US (SOPUS)

Implemented opsEnvironmental for 9 SOPUS refineries/sites across 5 states. Mr. Orton served at the Project Supervisor and Data Integration Team Lead for the project.

Skills & Hobbies

HTML, CSS JavaScript, PHP, Wordpress, SEO, Email List Management, MS SQL, VB.NET, Windows Server (some)
A/V Design, Final Cut Pro, Avid Pro Tools, Lightroom, Photoshop, Illustrator, Adobe Creative Suite

Photography, Music (creating and listening), Sports (with my boys), Continuing Education, Reading

Education

Texas A&M University B.S., Chemical Engineering, GPA: 3.4

PMP Certification in progress