

# Doug Stanford

PROJECT MANAGER | OPERATIONS & WORKFLOW ARCHITECT

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*Systems Design · Process Improvement · Cross-functional Coordination · PM Tooling · Operational Visibility*

## PROFESSIONAL SUMMARY

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Certified Scrum Master (CSM®) and PMI® member with 20 years of experience building the operational architecture and Agile frameworks required for complex software and technical deliverables. Specialized in **LLM-assisted workflow development**, designing automated PMIS environments, and managing cross-functional teams in high-stakes environments.

Expertise in maintaining **~40% margins** on project budgets up to **\$100k** through rigorous resource control and iterative process improvement. Currently completing **PMP (Feb '26)**. Targeting project management roles in **Agile IT and development environments**, operations, and contract positions.

## CORE CAPABILITIES

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- ▶ Agile & Scrum Methodologies
- ▶ LLM-Assisted Process Design
- ▶ Project planning & WBS development
- ▶ Resource planning & utilization
- ▶ Risk identification & mitigation
- ▶ Budget control & forecasting
- ▶ PMIS & workflow system design
- ▶ Operational visibility & reporting

## TECHNICAL TOOLS

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### PRIMARY PROFICIENCY

Google Workspace (Advanced Sheets Modeling), Monday.com, Zoho, AI-assisted workflow analysis.

### WORKING KNOWLEDGE

Asana, ClickUp, Smartsheet, Jira, Notion, Trello, Airtable, SetHero.

## PROFESSIONAL EXPERIENCE

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### LENSEA FILM

Pensacola, FL

#### *Operations & Workflow Architect*

Jun 2024 – Present

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Designed and implemented the operational framework for 10–20 active commercial/documentary projects, focusing on lightweight PMIS structure, logistics coordination, and multi-team alignment.

- Built a unified Project Management Workbook functioning as a PMIS within Google Workspace to standardize intake, logistics planning, scheduling, budgeting, and milestone tracking.
- Replaced previously abandoned tools with systems aligned to actual working styles, achieving full-team adoption for the first time.
- Developed equipment logistics & vendor procurement tools (gear rental management, automated prep checklists) now fully maintained by internal departments.
- Improved scheduling predictability through milestone countdown dashboards and structured handoff workflows.

### VIVID BRIDGE STUDIOS

Pensacola, FL

#### *Director of Operations / Partner*

Jan 2018 – Jun 2024

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Operational leader directing project pipelines, workflow systems, client coordination, and delivery processes for a full-service production agency.

- Managed 10–18 concurrent projects annually with budgets ranging \$10k–\$100k, ensuring ~40% margin across flagship project lines.
- Designed and maintained the agency's operational infrastructure: scoping frameworks, budgeting models, resource planning sheets, change workflows, and PM documentation.
- Developed long-term PMIS and KPI dashboards providing visibility into utilization, cost performance, and forecast modeling.
- Created SOPs and standardized workflow documentation, improving alignment, accountability, and consistency across teams.
- Provided critical-path intervention during high-volume periods to protect deadlines and remove operational bottlenecks.

## DOUG STANFORD | POST + PRODUCTION

Pensacola, FL

*Owner/Project Manager/Producer*

2013 – 2017

- Managed full project lifecycles including intake, requirements gathering, scoping, budgeting, capacity planning, and delivery for over 100 projects.
- Coordinated external contractors, procurement, logistics, and documentation using standardized project structures.
- Built direct client relationships through structured communication and expectation management.

## MEANGREEN MEDIA

Washington, DC

*Senior Audio Engineer / Editor (Contract)*

Jul 2014 – Nov 2014

- Developed and implemented the studio's EBU R128-based audio quality system, ensuring compliance across major ad-delivery platforms.
- Standardized QA procedures supporting dozens of broadcast deliverables per week during high-pressure midterm election cycles.

## DIGICO VIDEO

Harrisonburg, VA

*Producer/Project Coordinator*

Jan 2010 – Jun 2014

- Managed scheduling, resource assignments, routing, and client coordination for a high volume of commercial deliverables.
- Oversaw planning, review cycles, documentation, and deadline control for fast-turnaround marketing content.

## EARLY CAREER

Creative Producer | WHSV-TV (2005–2006) • Director of Creative Services | TV3 Winchester (2006–2009)

## EDUCATION & CERTIFICATIONS

### CERTIFICATIONS

Certified Scrum Master® (CSM®)

PMP Candidate (Feb 2026)

ITIL 4 (Planned 2026-27)

### EDUCATION

Virginia Tech

Project Management Certificate Program

James Madison University

B.S. Digital Video

Oct 2025 – Feb 2026

Aug 2001 – May 2005