

DORNA CASKIE, PMP

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Objective	To obtain a position where I can apply my project, process, business, management, and communications skills to a product creation or business development opportunity.
General qualifications	Project Management Professional (PMP). Successful management of projects with teams based in multiple countries and time zones. Specialist level experience in software product development, competitive intelligence, and marketing communications.
EMPLOYMENT HISTORY	
Oct '05 → present	Gird Solutions Groveland, Massachusetts and Edinburgh, Scotland
Role:	Business development, event planning, publications
Division:	Business development services
Responsibilities:	<ul style="list-style-type: none">• Business startup/development consulting in the USA and Scotland• Freelance writer (grants, newsletters, websites) and book publishing• Conference planning within Scottish heritage sector: Clan MacLeod Parliament 2006 and 2010 Manager, Scotland; MacAskill Sept Society Gathering 2007, USA
Lessons Learned, new skills acquired, or key technologies used:	<ul style="list-style-type: none">• Created sole proprietorship in USA to support consulting work• Published marketing and service development and delivery collateral.• As part of a small team in Scotland, created conference programme, budget, promotional and attendee documentation, logistics and operational plan, supported website and communications for 300 people.• Learned website authoring, commercial publishing practices.• Completed training modules under Volunteer Development Scotland.
Jul '97 → Sep '05	Nokia Incorporated, Burlington, Massachusetts
Role:	Market & Consumer Research/Intelligence
Division:	Nokia Mobile Phones, Technology Platforms (USA) ; PC Suite Entity (Finland)
Responsibilities:	<ul style="list-style-type: none">• Identify and benchmark products that compete with Nokia PC Suite and related applications and business initiatives• Communicate insights to product management, product development, sales, and contributing engineers using various methods
Lessons Learned, new skills acquired, or key technologies used:	<ul style="list-style-type: none">• Researched software and accessories business using corporate resources and databases• Created broad mobility and competition website (HTML) and published product promotion and distribution opportunity analysis papers
Role:	Project Manager
Division:	<ul style="list-style-type: none">• Nokia Mobile Phones, Content Distribution Program• Nokia Ventures, Media Distribution Program
Responsibilities:	<ul style="list-style-type: none">• Deliver Nokia Audio Manager and other PC Connectivity products for music and entertainment• Deliver Windows USB drivers for connecting mobiles to PC

<i>Lessons Learned, new skills acquired, or key technologies used:</i>	<ul style="list-style-type: none"> • Managed product integration and delivery from external software engineering subcontractors (sourced in US, UK, Ukraine, Canada) • Designed solutions for entertainment products using MP3, AAC, and other CODECs; Helix, LockStream, InterTrust, and other DRM systems • Supported technical strategic relationships with third parties (Texas Instruments, GraceNote, Intelligraphics, LionBridge, RealNetworks, Boston Animation, BMG, Sony, and other music industry firms)
Role:	Mobile Services Laboratory Manager
<i>Division:</i>	Nokia Ventures, Adaptive Mobile Applications
<i>Responsibilities:</i>	<ul style="list-style-type: none"> • Design and operate small lab (\$250K) to support prototype enterprise product development for mobility solutions
<i>Lessons Learned, new skills acquired, or key technologies used:</i>	<ul style="list-style-type: none"> • Wrote research papers on enterprise mobility product market segmentation • Trained in and exercised usability analysis tools (Contextual Inquiry, Design for Use, Ed Tufte "Data and Information" techniques) • Benchmarked products utilizing mobility and internet data convergence solutions
Role:	Project Manager
<i>Division:</i>	Nokia Networks, IP Networking
<i>Responsibilities:</i>	<ul style="list-style-type: none"> • Deliver Node Services components for ATM/IP router (system and network management infrastructure) • Manage requirements and Systems architecture projects
<i>Lessons Learned, new skills acquired, or key technologies used:</i>	<ul style="list-style-type: none"> • Product program process (MS Project, CM level 3 configuration management and other process maturity models) • Nokia team building and leadership (MAP and FOCUS seminars in situational leadership, human resources management, corporate finance, and organizational transitions) • Formal requirements management (DOORS)
Sep '94 → May '97	Cabletron Systems Durham, New Hampshire
Role:	Staff Engineer
<i>Division:</i>	Software Development, Spectrum for Windows
<i>Responsibilities:</i>	<ul style="list-style-type: none"> • Deliver solutions for new business development opportunities based on SPECTRUM™ architecture • Support customer relationship development (Nortel Networks, Microsoft)
<i>Lessons Learned, new skills acquired, or key technologies used:</i>	<ul style="list-style-type: none"> • Built new business model for Cabletron, based on core technical capabilities (toolkits for MS OLE controls and Microsoft Visual development, using SNMP protocols, SNMP agent simulation, and customer MIB designs) • Created secondary product delivery infrastructure within an existing R&D organization • Wrote customer/partner training modules and documentation, designed and delivered courseware in support of program
Jul '83 → Sep '94	Wang Laboratories Lowell, Massachusetts
Role:	Software Specialist
<i>Division:</i>	<ul style="list-style-type: none"> • Marketing Communications • Marketing Program Development
<i>Responsibilities:</i>	<ul style="list-style-type: none"> • Align marketing programs with R&D architecture • Represent Wang in customer focus groups

<i>Lessons Learned, new skills acquired, or key technologies used:</i>	<ul style="list-style-type: none"> • Major technical marketing program design "Transition to Open Systems" • Collateral design and creation, marketing road show support • Completed extensive "trainer training" courses (in-house) • Microsoft Visual Studio training
Role:	Principal Engineer, Section Manager
<i>Division:</i>	Minicomputer Networking and Communications
<i>Responsibilities:</i>	<ul style="list-style-type: none"> • Manage engineers working on application, transport, and network layer products and services • Member of and editor for R&D Software Architecture team • Member of corporate quality initiatives training boards (QLP, SQLP)
<i>Lessons Learned, new skills acquired, or key technologies used:</i>	<ul style="list-style-type: none"> • Managed delivery of pan-network application services over several proprietary and standard network protocols (OSI, TCP/IP, WangNet, SNA) • Edited corporate software architecture documentation • Trained multi-function teams in quality program deployment
Role:	Lead Engineer
<i>Division:</i>	Wang Office
<i>Responsibilities:</i>	<ul style="list-style-type: none"> • Deliver transaction processing engine for distributed Office File Manager services (document archiving system)
<i>Lessons Learned, new skills acquired, or key technologies used:</i>	<ul style="list-style-type: none"> • Minicomputer communications (TCP, OSI, WangNet) • Client-server application design, office systems products, third generation business programming languages • Team leadership
Sep '77 → Jul '83	Honeywell Information Systems Billerica, Massachusetts
Role:	Senior Software Engineer
<i>Division:</i>	Terminal Systems Development
<i>Responsibilities:</i>	<ul style="list-style-type: none"> • Design and development of OSI protocols-based terminal emulation products (application and presentation layers)
<i>Lessons Learned, new skills acquired, or key technologies used:</i>	<ul style="list-style-type: none"> • Emerging OSI data communications standards • Minicomputer systems (Level 6 operating system) • Mainframe systems development (MULTICS)
Role:	Software Quality Engineer
<i>Division:</i>	Systems Quality Assurance
<i>Responsibilities:</i>	<ul style="list-style-type: none"> • Test and verification of data entry software products • Sustaining engineering data entry of software products
<i>Lessons Learned, new skills acquired, or key technologies used:</i>	<ul style="list-style-type: none"> • Project management (Archibald-based methods) • Test plan, test case creation; metrics reporting
Jun '77 → Sep '77	Aetna Insurance Company Hartford, Connecticut
Role:	IT Consultant
<i>Division:</i>	Information Technologies Planning and Control
<i>Responsibilities:</i>	<ul style="list-style-type: none"> • Support of systems planning and deployment
<i>Lessons Learned, new skills acquired, or key technologies used:</i>	<ul style="list-style-type: none"> • Data processing planning and control systems • Information systems analysis

Jun '76 → Jun '77	Omega Press Philadelphia, Pennsylvania
Role:	Operations manager
<i>Division:</i>	• Printing and graphics arts
<i>Responsibilities:</i>	• Manage workflow for production of printed materials for small markets
<i>Lessons Learned, new skills acquired, or key technologies used:</i>	• Non-capital supplies procurement • Printing and bindery manufacturing • Graphic arts for printing industry
Jun '73 → Jun '76	University of Pennsylvania, Philadelphia, Pennsylvania
Role:	Federal grant administration; administrative assistant
<i>Divisions:</i>	• Wharton School • Office of Computing Activities
<i>Responsibilities:</i>	• ARPA grant submission and cost center operation • Maintained student accounts and services
<i>Lessons Learned, new skills acquired, or key technologies used:</i>	• APL, COBOL, DEC 10 • Technical editor for office systems research papers (my supervisor was an editor of two ACM publications) • Prototyped office automation processes
OTHER EXPERIENCE AND QUALIFICATIONS	
Professional memberships and achievements	<ul style="list-style-type: none"> • Chapter Recording Secretary, Mass Bay Chapter PMI • Member, Society of Competitive Analysis Professionals (http://www.scip.org) • Member, Society of Women Engineers (http://www.swe.org) • Founding officer, Women in Information processing (disbanded) • Founding member, Association for Women in Computing Boston chapter (http://www.awc-hq.org/) • Co-author, NOKIA-OID-REGISTRATION-MIB: Nokia Object Identifier Registration
Personal memberships and achievements	<ul style="list-style-type: none"> • Local government, Town of Groveland: Treasurer and Clerk, Conservation Commission; various "open space" task force and public property management responsibilities; editor, Town of Groveland Community Action Statement; first webmaster, Town of Groveland, Massachusetts; Vice President, Groveland Historical Society • Author, "Under the Giddy Heaven" (poetry) • Author, "Excelsior 1919" (non-fiction diary of Capt John R. Litchfield) • Author, "The Singing Brook Farm Eating Book" (food and anecdotes) • Honorary Secretary, Associated Clan MacLeod Societies • Webmaster and communications officer MacAskill Sept Society
International	<ul style="list-style-type: none"> • Citizen of the United States • Fluent in English, "survival" competence in French and Finnish • Resided outside the USA in both Scotland and Finland for > 12 months (cumulatively) • Previously held visa to work in the Ukraine • Travel welcomed as part of employment

Education	<p>Professional and continuing</p> <ul style="list-style-type: none"> • Certified Project Management Professional (PMP) • Completed other project management seminars on methods and tools • Programming, networking and other technical courses (OSI model, TCP/IP; L6 Assembler, Visual BASIC, APL, PL/1; minicomputer software platforms and tools) • Non-profit and small business operations training (Gird) • Competitive intelligence analysis and dissemination (Nokia) • Business management training (Nokia) • First level management and team leadership training (Nokia, Wang) • "Train the trainer", software methodology and metrics development, and presentation skills training (Wang) <p>Institutional</p> <ul style="list-style-type: none"> • Boston University 1977-1978 • University of Pennsylvania 1970-1973 • Northfield School for Girls 1970, with honor
Written references	Available on request, or at http://www.dornacaskie.com