

John Clements

1099 Colby Avenue, University City, MO 63130
(314) 541-3574

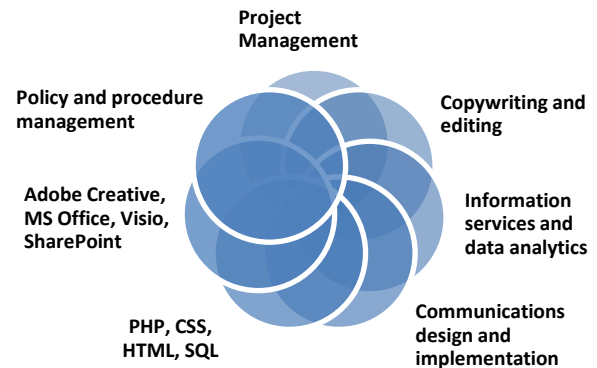
jdc@jdclements.com | www.jdclements.com

SUMMARY

Data-driven project manager and designer with exceptional communication skills and more than 10 years of experience in planning, launching, and managing large, multi-state IT and operations projects. Exhibits flexibility to adapt to emerging business realities. Maximizes human capital, ingenuity, and pride to drive workflow productivity. Introspective, insightful, diligent, warm, and eager to embrace new opportunities.

CAPABILITIES

- Project management and communications design
- Content Management Systems architecture, development, and management
- Policy research, writing, and management
- IT regulatory compliance liaison
- Web development, design, and maintenance
- Technical, academic, press, and creative writing
- MS Office, Adobe Creative, PHP, CSS, HTML, SQL



EXPERIENCE

Computer Science & Language Arts Curriculum Developer and Teacher, 2010 to present
International Embassy Schools and St. Louis Public Schools in Egypt, China, & USA

- Designed, developed, and managed web-based training applications (MrClements.com, ComptonDrewScholars.com, Egyptian and Chinese Student Content Management Systems)
- Designed, developed, and implemented a standards compliant technical writing and computers science curricula
- Managed groups of international students from many different walks of life and ensured that they learn and perform in spite of themselves
- Project lead on International Baccalaureate accreditation committee team in Egypt
- Designed and conducted teacher focused training curriculum for web-based content management systems in Egypt
- Designed, managed, and trained students on web-based content management systems in Egypt, China, and St. Louis



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Information Security Policy and Procedures Administrator, 2003 to 2010

First Banks, Inc., St. Louis, MO

- Managed internal corporate communications from IT and operations
- Developed the information security policy manual
- Managed information security awareness goals – from the boardroom to the teller line
- Project management – as team leader and support member
- Managed information security and operations documentation
- Developed educational programs for 3,000+ employees across all States
- Managed outside auditors to complete highly technical reviews of our IT operations units



Coordinator of Special Projects in Marketing, 2000 to 2003

McKendree University, Lebanon, IL

- Managed Central Illinois marketing campaign that increased enrollment more than 30% over three years
- Wrote hundreds of press releases and coordinated access to media outlets
- Lead for special events, distinguished speaker series, and other campus events
- Production lead on quarterly alumni magazine and monthly college newsletter



VOLUNTEER

Wings of Hope, Field Operations Specialist, Recon, and Web Development – 1999-2014

- Event management and support for annual dinner auction gala
- Managed research, operations, and medical teams in Paraguay, Ecuador, Kenya, Ethiopia, Democratic Republic of Congo, Guatemala, Guyana, and Belize
- Designed, developed, and managed their Flash-based website and quarterly newsletters



EDUCATION

Master of Arts in Education, 4.0 GPA

Lindenwood University, St. Charles, Missouri – January 2009

Bachelor of Arts in English, 3.6 GPA

McKendree University, Lebanon, Illinois – May 2000

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REFERENCES

Steven Gryzbinski, Director of Security and Compliance, Connectria Hosting, St. Louis, MO.

SGryzbinski@connectria.com

(314) 587-7036

Ramona Brown, VP Manager Deposit Operations & Services, First Banks, Inc., St. Louis, MO.

Ramona.Brown@fbol.com

(314) 592-8303

Christian Rusteberg, Strategic Planning Manager, First Banks, Inc., St. Louis, MO.

Christian.Rusteberg@fbol.com

(618) 581-3958