

# Justin Codd, PMP, CSM (he/him)

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## Summary

A seasoned leader with over a decade of experience in the higher education and non-profit sectors who excels in managing complex IT projects, digital ecosystems, and web infrastructure.

## Experience

### IT Project Manager

**University of Maryland, Baltimore.** Baltimore, MD Sept. 2021–Present

- Manage information technology projects aligned with organizational strategic goals
- Collaborate with campus partners to ensure IT projects meet operational objectives and business requirements
- Advise the selection and tailoring of approaches, methods, and tools to support IT service to the University
- Assist in the further development and growth of the project management office

### Project Manager

**Sinclair Broadcast Group, Inc.** Hunt Valley, MD Dec. 2020–Sept. 2021

- Directed new and continuing business and IT projects throughout the entire Project lifecycle
- Managed project budgets exceeding \$5M
- Maintained collaborative relationships with vendors and stakeholders, domestic and international
- Utilized and contributed to the improvement of PMO templates, processes, and procedures
- Continually delivered value to end users and the business
- Executed change control requests with transparency and accuracy
- Provided weekly project status updates to PMO director, staff, and key stakeholders

### Director of Web and Electronic Communication

**Maryland Institute College of Art.** Baltimore, MD 2013–2020

- Project management for MICA's Digital Ecosystem Program
  - Led pan-campus business requirement identification with groups representing faculty, staff, students, alumni, and parents, utilizing surveys and in-person meetings
  - Coordinated all project activities from vendor selection to deployment and operational support
  - Communicated to all stakeholder groups using email; presentations at departmental/group meetings, all-staff/faculty meetings, and leadership meetings; and institutional website
  - Created materials (flowcharts, executive summaries, slide decks, and others) to communicate complex information architecture and technology concepts to non-technical audiences
  - Website won the 2019 Webby Award for Best University/Education Website
- Led initiative for procurement, configuration and deployment of a web-based technical support system, improving SLA compliance by 41% after first year post implementation of system
- Product management for cross-functional projects, focusing on all technical requirements and specifications to ensure compliance, feasibility and long-range support of MICA's website

- Developed strategies to improve MICA's web presence; plan and direct projects that align with organizational strategic goals, mission, and vision
- Led the Web Communication team to effectively support the MICA community and the institution's strategic objectives

## Assistant Director of Web and Electronic Communication

**Maryland Institute College of Art.** Baltimore, MD 2012–2013

- Administered MICA's Content Management System (CMS), providing expertise to over 150 users
- Designed and developed new page templates for use in the CMS, and e-newsletters
- Trained and provided consulting to CMS users across campus
- Collaborated with technology department to solve CMS and Web server issues

## Webmaster

**NCATE (now CAEP).** Washington, DC 2010–2012

- Project management for NCATE's website, which included the research, redesign, and deployment of NCATE's first CMS system
- Wrote CMS user guide and style guide, and trained colleagues on the CMS
- Created and implemented social media strategy and facilitated social media workgroup
- Served as final editor/approver of all website content
- Partnered with systems developer to routinely improve website performance

## Education

### Master of Science in Information Systems

University of Maryland, Baltimore County (UMBC). Baltimore, MD  
Expected completion: December 2027

### Master of Arts in Publications Design

University of Baltimore. Baltimore, MD

### Bachelor of Arts in English, *summa cum laude*

University of Baltimore. Baltimore, MD

### Associate of Applied Science in Computer Information Systems

### Certificate in Computer Programming

Harford Community College. Bel Air, MD

## Professional Certifications and Licenses

- Technology Leadership (Certificate) from Cornell University, College of Engineering
- Project Management Professional (PMP)
- Certified Scrum Master (CSM)
- Product Strategy (Certificate) from Northwestern University, Kellogg School of Management