

# TREMIS SKEETE

**718.930.7630 | [tremiskeete@gmail.com](mailto:tremiskeete@gmail.com) | <http://tremiskeete.com>**

Throughout my career I have worked in industries within consumer products, government contracting and education. I strive to be the kind of designer that's earnest and motivated to find ways to make products and services work for anyone, and I like developing strategies to assure their success.

## **Languages & Tools I Have Worked with:**

Trello, Office 365, JIRA, Google Analytics, Adobe CC, Marvel, InVision, Balsamiq, Sketch, Github, Telerik Kendo UI, Bootstrap, HTML5, CSS, JavaScript, jQuery, JSON, AngularJS, SQL, IIS, Visual Studio, Xcode, Android Studio, TFS.

## **My Work Experience:**

### **Senior Product Analyst, Paralect, Minsk, Belarus**

**October 2018 – Present**

- At Paralect I collaborate with executives, clients and stakeholders on design projects, reports and articles.
- Duties include authoring a range of research studies to identify trends, insights and strategies.
- Interviewing customers, stakeholders and users to generate reports and educational content.

### **Director of Product, nexTier Innovations, New York City, NY**

**March 2016 – August 2019**

- At nexTier I work with a great team of professionals while taking the lead on the design and management of product development projects. By collaborating with stakeholders to deliver solutions, I also work with others to develop services across business areas, which include working hands-on with designers, developers and testers ensuring goals are met.
- Successfully working with teams to produce wireframes, UI/UX prototypes and/or dev-ready HTML/CSS, Javascript, AngularJS for web applications, Android apps, and iOS apps.
- I also manage vehicles for collecting customer feedback, which include product backlogs, user advisory boards and focus groups.

### **Lead ProductTank Organizer, New York City, Mind the Product, London, UK**

**February 2016 – October 2018**

- I worked with corporate sponsors and two other organizers to host ProductTank NYC, a meetup that brings together the NYC product community to exchange ideas, insights and experiences.
- Accomplishments include writing over 20 articles for the Mind the Product blog, and led the creation of ProductTank.nyc - a temporary microsite that included a bespoke Q&A library, and content from Meetup.com, ProductTank.com and MindtheProduct.com about ProductTank NYC activities.

### **Senior UI/UX Designer, NYC Department of Education, New York City, NY**

**March 2013 – December 2015**

- Performed UI/UX design vision and implementation, including production of wireframes, mockups, prototypes, and dev-ready HTML/CSS and Javascript.

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- Accomplishments included creating the first organization-wide web application UI library which contained code samples, controls, components, and UI samples. The library was built using the Bootstrap CSS framework, jQuery, and HTML5, and it provided a technical reference for development teams, helping them to be consistent in their UI designs.
- Accomplishments also included creating a product called a “Service Directory”. The directory was built using Bootstrap CSS, jQuery, HTML5 and JSON, and it provided anyone (especially help desk professionals) the means to quickly locate web applications and other software.

## **Web/Graphic Designer, Experis IT, New York City, NY**

**June 2006 – March 2013**

- Designed and maintained web pages and graphics for web sites, portals, and applications.
- Main activities included performing HTML markup, JavaScript and CSS coding on user interfaces based on user requirements.
- Produced wireframes and/or graphic mockups to describe user interface layouts and workflows.

## **Graphic Designer, Strategic Applications & Technologies, Inc., Columbia, MD**

**April 2005 – June 2006**

- Designed web sites/applications that met W3C requirements and Section 508 standards. By doing so we developed products that can be accessed by users with physical disabilities.
- Successfully authored standards designed to outline the company’s approach to writing HTML and CSS. The standards provided a reference for developers, helping them to be consistent in the design/development of software.

## **IT Manager, School of Nursing, Hampton University, Hampton, VA**

**October 2004 – April 2005**

- Successfully created weekend training classes, where I taught School of Nursing professors how to use Microsoft Office tools and other software packages.
- Performed network administration tasks which included managing a LAN comprised of 2 Windows 2003 Servers and over 120 computers, supporting over 400 computer users which included faculty, staff, and students.
- Managed and coordinated technology purchase, maintenance and upgrade plans with budgets ranging as high as \$3M. Main activities included maintaining relationships with computer resellers, and tracking the shipping and receiving of new and/or replacement computer systems and parts.

## **Software Engineer, MIS Office, Zel Technologies, Hampton, VA**

**January 2002 – August 2004**

- Worked with the MIS team to develop the Zel Technologies Employee Portal. The portal served as a resource for employees, providing access to the Intranet, E-Timecard, and E-Mail.
- Primary role was the development of the user interfaces and portal architecture.
- Successfully worked with teams on the implementation of Microsoft SharePoint Portal Server. Tasks included installation and configuration of SharePoint 2003, designed web page templates, document library structures and collaboration workspaces for office groups, departments and project teams.

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**Director of Communications, Communications Office, Zel Technologies, Hampton, VA  
January 2001 – December 2001**

- Defined the mission of the Communications Office, which was to deliver technology that will improve performance by devising innovative methods of information management through web development and other services.
- Successfully delivered within six months on the redesign of the ZelTech Public Web Site and Corporate Intranet with budgets ranging as high as \$300K. I designed, architected and worked with developers on the implementation of a uniformed and seamless corporate web presence. As a result, online communication with employees at satellite locations increased by 22%, and public web site visitor activity increased by 30%.

## Research & Presentations:

Find out more at <https://www.slideshare.net/TremisSkeete>

- Contributing Writer, Particles: <https://blog.paralect.com>, June 2019
- Contributing Writer, Product Management Insider: <https://medium.com/pm insider>, Feb 2019
- How to Think Like A Product Strategist, presented at Product School, New York City, NY, Nov 2018
- How to Effectively Lead Focus Groups, presented at ProductTank Toronto, Ontario, Canada, Mar 2018
- The Importance of Technical Skills in UX & Product, presented at Product Thinking, New York City, NY, Jan 2018
- Sense & Respond: Book Review & Panel Discussion, presented at Product Thinking, New York City, NY, May 2017
- The Value of Experimentation, presented at Product Thinking, New York City, NY, Mar 2017
- Contributing Author, Mind the Product Blog: <https://www.mindtheproduct.com/author/tremis-skeete>, Jan 2017
- The Product Agent: Managing Ideas on a Product Team, presented at ProductTank NYC, Mar 2017

## Advanced Training:

- Lean UX in the Enterprise, Neo Innovation, Philadelphia, PA, Jul 2015
- Design Thinking Bootcamp, The Design Gym, New York City, NY, Jul 2015
- UX Intensive: Interaction Design, Adaptive Path, New York City, NY, Oct 2014
- Enterprise Information Architecture, Louis Rosenfeld Seminars, Philadelphia, PA, Jun 2006

## Education:

- Software Product Management Certification, Product School, New York City, NY, Dec 2016
- Hampton University, Hampton, VA, Computer Science Major, 1996-2000