# NAME

TITLE
000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

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## Experience

**Software Engineer Junior Scrum Master (Intern)** -
Oracle Corporation / Location
*2020 to Present*
- Hosted 30+ Agile ceremonies, including sprint reviews, sprint planning, sprint retrospectives, and daily stand-ups
- Coached three teams on how to develop project charters through the identification of key resource needs with every project launch
- Coordinated with 10+ project managers, business stakeholders, and development leads to maximize project potency, resulting in the increase of team productivity by 34%
- Played a major role in retaining a $1M multi-national portfolio to ensure the company remained the industry leader. Worked in close collaboration with MC associates to meet the client's timeline and budgetary requirements.
- Managed a team of 12 senior software engineers on the development of a $200K Java project, ensuring the tasks were carried out appropriately to meet strict deadlines

**Project Manager (Intern)** - AT&T/ Location
*2019 to 2020*
- Managed international stakeholders in the US, UK, and Australia by coordinating weekly status reports and daily standups
- Facilitated decision-making, discussion, and conflict resolution across five cross-functional teams, increasing work efficiency by 20%
- Assisted the project management team with the administration of project-related portfolios
- Optimized the company's knowledge base to include 50+ additional resources, reducing time spent on projects by 30%
- Performed a regression analysis to examine the influence of various independent variables on existing and AT&T new clients
- Collaborated with the senior management team to assess the outcome of upcoming projects and their impact on existing apps

**Project Experience**
- Developed KeyStone, a content management system that served as a client interface. KeyStone reduced download times by 40% and is now being used as the main management system of three multinational companies
- Worked with Microsoft's IT team to create a new web-based leads-generating system, which contributed to a $1.3M increase in annual profits
- Spearheaded a cost-cutting project that saved nearly $100K in annual spending by adopting an Agile software development methodology

## Education
*2015 to 2019*

**Bachelor of Engineering -** Massachusetts Institute of Technology (MIT)

- GPA: 3.9/4.0
- Dean's List: 2016 to 2017
- Relevant Coursework: Computational Thinking for Problem Solving (Penn – 2017), CS50's Understanding Technology (Harvard – 2016), Mathematics for Computer Science (University of Hull – 2016)

**DEPARTMENT -** SCHOOL
*May 2009*
- GPA: LIST
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- AWARD

## Skills

**Expertise**
- Familiar with Agile Frameworks, particularly Scrum, XP, and Kanban
- Knowledgeable with programming languages, such as Python, Java, JavaScript, C and C++, and PHP
- Highly proficient knowledge of MS Excel, MS Word, and PowerPoint
- Strong written and oral communication skills
- Ability to meet tight deadlines and adapt to quick-changing environments

## Licenses & Accreditations

**Licenses Licenses & Accreditations**
- SAFe Scrum Master (SSM) Certification 2022
- PMI Agile Certified Practitioner 2021
- Scaled Agile Framework (SAFe) Certification 2021