NAME

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

Profile

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Experience

Technical Project Manager - Company / Location
MONTH YEAR - Present
- **Job Description:** Oversaw an average of five projects per quarter. Completed and launched all projects save one.
- **Results:** 80% launch success rate, 21% reduction in turnaround times, reduced bottlenecks by 27% overall.
- **Additional Competencies:** Managed and led a team of 12 individuals in project management and development. Used Mixpanel to establish event tracking and observe customer actions and pain points.
- **Other:** Learned Apache Ant to control and monitor web development resources and establish timelines across projects.

Senior Technical Project Manager - Company / Location
MONTH YEAR – MONTH YEAR
- **Job Description:** Overseeing a team of 10 project managers, assigning and managing individual projects, and documenting and recording pain points.
- **Results**: Reduced inefficiencies by 21% and bottlenecks by 20%, collaborated on a team-led effort to address scheduling and timeline issues, and reduced timelines by 32% on average.
- **Additional Competencies:** Managed, assessed, directed, and led a team of 10 individuals; created user-friendly forms and upload sheets for clients; organized company database of data packages.
- **Other:** Levered Trello, Jira, and Apache Ant to improve employee and client experiences and developed strong cooperative relationships with other employees and team members.

Project Experience
- **Ticketing Project:** Created a new ticketing system for my employer that ultimately reduced backlogs by 34%.
- **Master's Capstone:** Created and launched a project to help improve inefficiencies in the school data management system. Consolidated and streamlined data for all academic departments.
- **Masters Capstone 2:** Oversaw a group of five students developing a project to help improve student LMS software during the pandemic

Education

Masters in Business Administration- Harvard Business School
(2019-2020)
- GPA 3.89

Bachelor of Science in Information Technology and Project Management -
University of Colorado
2018
- GPA 4.0

Portland High School: - SCHOOL
May 2009
- Completed a senior capstone on project management related to high school volunteer efforts.

Skills

Expertise
- Scheduling and organizing
- Team management and leadership
- Efficiency and progress
- Trello, Jia, Apache Ant
- Fluent in Spanish and English, proficient in Mandarin

Licenses & Accreditations

Licenses Licenses & Accreditations
- Certified Scrum Master (5 years of experience and training)
- Certified in project development
- BVOP Certified Project Manager