



Jacky Smith

Project Manager

ORLANDO, FL, 32804, UNITED STATES

Details

143 Main Ave, Orlando,
FL, 32804, United
States
890-555-0401
email@example.com

DATE / PLACE OF BIRTH

05/10/1983
Orlando, FL

NATIONALITY

USA

DRIVING LICENSE
Full

Skills

Project Management
Requirement Gathering
Budget Administration
Resource Allocation
Forecasting
Process Improvement
MS Project

Profile

Analytical and proactive Project Manager with 20+ years of experience managing infrastructure and software development projects, with budgets ranging from \$10k to \$1.5M.

Employment History

IT Project Manager at Scholastic Corporation, New York, New York

March 2007 – Present

Scholastic is an American multinational publishing, education and media company known for publishing, selling, and distributing books and educational materials for schools, teachers, parents, and children. As an IT Project Manager, my core activities include:

- Collaborating with internal and external stakeholders to gather project requirements
- Working with the Project Management Office to determine the project's human capital needs
- Estimating project budgets and writing all necessary documentation for approval
- Overall project governance, including ensuring compliance to industry and government regulations

Project Manager at Viacom, New York, New York

January 2002 – January 2007

Viacom is an American multinational media conglomerate with interests primarily in cinema and cable television. As an Project Manager, my core activities included:

- Spearheading software development projects, with a primary emphasis on Agile development
- Tracking project timelines, deliverables, and budgets
- Assessing project risks and proactively resolving issues
- Facilitating morning stand-up meetings with the project scrum team

Jr Project Manager at NBA, New York, New York

October 1998 – January 2002

The National Basketball Association is a men's professional basketball league in North America. As a Jr Project Manager, I assisted the project management team with a wide range of software development and infrastructure projects.

Education

Master of Business Administration, New York University, New York, New York

December 2000