

# JACKY SMITH

Project Manager

## INFO

### ADDRESS

143 Main Ave, Orlando, FL,  
32804, United States

### PHONE

890-555-0401

### EMAIL

email@example.com

## 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, Scholastic Corporation

New York, New York

Mar 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, Viacom

New York, New York

Jan 2002 – Jan 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