

MAX FURUTANI, PMP

Project Manager

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PROJECT MANAGEMENT EXPERIENCE

Project Manager | Hop Scotch Inc. | San Francisco, CA | December 2015 – Present

- Direct project management initiatives from conceptualization through development, implementation, and management
- Partner with key stakeholders to identify and execute cross-functional goals
- Define timelines, budgets, KPIs, deliverables, and milestones; allocate resources
- Draft and present project proposals
- Negotiate pricing, timelines, services, and terms with vendors
- Manage internal and external contractors and staff throughout project life cycle
- Create progress reports and monitor program data to assess efficiency
- Build strong, lasting relationships and strategic partnerships through exceptional client service; serve as primary point of contact for client communications

Key Achievements

- Executed implementation of \$500K e-commerce feature, achieving key milestones on time and under budget, resulting in a 14% increase in annual revenue
- Aligned existing e-commerce framework with expansion initiatives, increasing site traffic by 36% and generating \$300K+ in new revenue in just six months

Senior Project Coordinator | Piper LLC | Sacramento, CA | June 2012 – April 2015

- Coordinated project management activities and resources with project manager
- Assisted with setting project milestones, timelines, and budget
- Liaised with stakeholders to identify and define requirements, scope, and objectives
- Created and maintained project documentation, plans, and progress reports
- Conducted quality assurance testing to ensure adherence to requirements

Key Achievements

- Supported customer program implementation, training and onboarding 500+ users and achieving 100% adoption across 45 customers within one year
- Drove product launch initiatives across website, social, and digital advertising platforms; managed \$1M budget and achieved 200% increase in customer reach

METHODOLOGIES & TECHNICAL SKILLS

- Hands-on experience using Scrum, Agile, Kanban, Hybrid, and Critical Path Method (CPM) to successfully execute 15+ complex projects
- Expertise in Asana, Hive, Trello, SharePoint, Google Docs, Google Sheets, Slack, MS Excel, and MS Project
- Familiarity with additional PM programs and methodologies, including Celoxis, Insightly, and Critical Chain Project Management (CCPM)

EDUCATION & CERTIFICATIONS

Project Management Professional (PMP) | Project Management Institute | April 2012

B.A. in Business Administration | Sacramento State University | Sacramento, CA | June 2009