

Personal details

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24 Pleasant Street Scranton,
PA

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Hard Skills

- Project Management Software ●●●●●
- Microsoft Office ●●●●●
- Google Workspace ●●●●●
- Slack ●●●●●
- Cloud Computing ●●●●●
- Database Management ●●●●●

Soft Skills

- Leadership ●●●●●
- Organization ●●●●●
- Problem Solving ●●●●●
- Planning ●●●●●
- Management ●●●●●
- Delegation ●●●●●

Summary

Organized and efficient project manager with 11+ years of experience managing large-scale cloud computing and IT-related projects. Seeking to leverage leadership experience and in-depth cloud computing knowledge to join Amazon as an IT Project Manager.

Work Experience

Project Manager

Apr 2017 - Present

Pantheon Computing, Scranton, PA

- Managed cloud computing project that involved all 60 employees
- Managed training and onboarding of new employees
- Designed a new onboarding program that cut lead time by 30% and cut costs by 40%
- Led 15+ additional smaller projects each year

Project Manager

Jul 2011 - Apr 2017

Racon Solutions, Scranton, PA

- Promoted to project manager after just over a year
- Managed and led the company's cloud computing project
- Strategized and created goals, deadlines, schedules, budgets, and identified necessary resources and team members
- Presented progress, issues, and final results to upper management

Administrative Assistant

May 2010 - Jul 2011

Racon Solutions, Scranton, PA

- Managed schedules and interdepartmental communication for entire IT department
- Handled and directed all incoming client telephone calls
- Actively maintained product knowledge in order to answer basic support requests
- Maintained IT department's digital filing system
- Problem-solved and handled many tasks on multiple projects simultaneously

Education

Bachelor of Science in Business Administration

2006 - 2010

University of Connecticut, Mansfield, CT

Certifications

Certified Project Manager

Present

Awarded by the Project Management Institute