ADELYSIA MEYERS – TECHNICAL PROJECT MANAGER

ATLANTA, GA | adelysiameyers@gmail.com | [LinkedIn](#)

SUMMARY

Self-motivated Technical Project Manager who is driven by process improvement and results driven settings. Highly skilled in initiating, designing, planning, executing, monitoring and completing projects on time and within budget. Experience as a Licensed Practical Nurse provides an advantage in clear and accurate communication strategies needed to interface with both clients and teams.

TECHNICAL SKILLS

Technical Skills*: Information Technology, HTML, CSS, Machine and Software Learning

Management Tools: Predictive and Agile Methodologies, Scrum Workflow, Jira, Asana, Slack, Trello, Shotgun

Project Management: Stakeholder Management, Project Life Cycle, System Development Life Cycle, Project Documenting, Estimating and Budgeting, Sponsor Concerns Management, Scheduling, Task Management, Risk Management

EXPERIENCE

Thinkful   Online
Technical Project Manager Program   06/2022 – 12/2022
- Program included technical aspects of project management, timelining, budgeting, networking, and team motivation. Learned through readings, assignments, presentations, and mentorship sessions.
- Areas of Study: Scrum workflow, Agile methodologies, SDLC, stakeholder management, Conflict management, budget management, training and development, problem solving, negotiation, sales, forecasting, WBS, scheduling, B2B, quality assurance, project planning, risk management, Jira, project structure, deliverables.
- Produced professional projects from concept to completion including:
    - Project Charter | [Capstone I](#)
    - Project organization documents - project charter, RACI chart, and requirements management documents.
    - Agile methodologies, identified stakeholders, budget estimation, requirements discovery, constraints identification, risk management, project scheduling, constraints management.
    - Technology: Gantt Charting, Google Suite, Microsoft Excel
    - Communications Management Plan | [Link](#)
    - Developed communications plan, constraints, requirements, flowchart, meeting guidelines, escalation process, stakeholder communications requirements, leadership statement, team operational guidelines.
    - Gathered information for the project kickoff meeting, created communications approach, set team leadership guidelines, utilized public speaking and group facilitation skills to lead a project kickoff meeting.
    - Technology: Zoom, Google Docs, Google Slides, Google Spreadsheets
    - Budget and Scheduling
    - Coordinated details of budgeting, calculating cost and schedule earned value formulas, creating a project schedule. As well as plan and lead status update presentation for senior management.
    - Stakeholder management, forecasting, budget management, and oral communication skills
    - Technology: Repl.it, Github, Google Docs, Excel and Google Sheets, Excel formulas, Google Slides, and Zoom.

UHS Pruitt-Christian City Convalescent Center   Union City, GA
Charge Nurse   02/2002 – 02/2018

- Led team of nine multidisciplinary staff members in distributing care to patients in a 50 bed, long term care, geriatric unit.
- Administered training and consultation to 10 nurses in the transition from paper charting to the use of new software for documentation use.
- Provided teaching and orientation for over 50 newly hired nurses during my employment.
- Prevented hospital admissions by administering in-house treatment which decreased the rate by 20% over a period of six months.

EDUCATION

Thinkful   Remote
Certificate, Technical Project Manager   06/2022

Western Governors University   Remote
Bachelor of Science Mathematics Education   05/2022

Brooklyn Adult Learning Center   Brooklyn, NY
Certificate, Licensed Practical Nurse Program   05/1995