

Anita Ismail

Project Manager/Scrum Master (CSM)

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Accomplished Certified Scrum Master/Project Manager with 6+ years experience in Agile and Waterfall project management. Expert at driving the adoption of the Scrum framework, removing impediments, and fostering self-organization across teams. Proficient with Jira, Confluence, MS Projects, Clarity and Salesforce. I am seeking to leverage my leadership experience as a Project Manager/Scrum Master for your organization.

WORK EXPERIENCE

Charter Communications | Scrum Master/Project Manager

Denver, CO | 07.2022 - 12.2022

- Coaches 4 Scrum teams to higher levels of improvement in their processes by ensuring they adhere to the Scrum framework.
- Responsible for identifying and resolving ongoing complex budget issues, including resource allocations for 4 project teams.
- Collaborates with the business, architectural, marketing and engineering teams to develop and maintain product backlog.

ZICT | Project Manager/Scrum Master

Denver, CO | 05.2019 - 12.2021

- Increased productivity and velocity by attending project meetings on behalf of the Scrum team to track and report important project communications, changes, dependencies and deadlines.
- Led the company implementation and adaptation of Jira to reduce the time spent on creating and managing project tickets traditionally.
- Facilitated all Scrum ceremonies and ensured user stories were 100% ordered, defined and ready to be worked on by the team.

Dish Networks | Scrum Master

Englewood, CO | 03.2017 - 04.2019

- Facilitated and attended daily team meetings to get project updates, address potential roadblocks, and ensure that the project was on track.
- Captured details related to project delivery timelines, changes to scope, risks and dependencies, and decisions with other projects.
- Responsible for communicating with stakeholders across the board, including customers, business managers, and the development team to ensure goals were clear and the vision is aligned with business objectives.

EDUCATION

CSU Global | Bachelor's Degree

Aurora, CO | 2018

Management Information Systems and Business Analysis

Zambia Center For Accountancy Studies | Bachelor's Degree

Lusaka, Zambia | 2010

Chartered Institute of Marketing

SKILLS

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|----------------------------|-----------------------------|-----------------------------|
| • English, Nyanja & Bemba | • Salesforce Administration | • Stakeholder Management |
| • Effective communication | • HTML CSS | • Complex problem solving |
| • Agile Project Management | • SDLC | • MS Project, Jira, Clarity |

CERTIFICATES

Scrum Alliance

Certified Scrum Master (CSM)

Technical Institute of America

Project Management Certification

Salesforce

Certified Salesforce Administrator

VOLUNTEER

Denver Participatory Budgeting Project**01.2022 - 02.2023**

Worked with the Mayor of Denver Michael B. Hancock and Councilwoman At-Large Robin Kniech in decision-making power over a portion of the public budget (\$2M). As a Steering Committee Member I was part of a project team responsible for developing the program rulebook and structure to be used in future projects.. Visit the link below for more info:[Denver Participatory Budgeting | Rise Together Denver](#)