

DIANE WILSON

Senior Project Manager

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📍 San Jose, CA

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WORK EXPERIENCE

Senior Project Manager

Adobe Inc.

📅 2023 - current

📍 San Jose, CA

- Introduced Google Workspace to improve team collaboration via shareable links, allowing team members to access documents 7 minutes quicker compared to traditional methods.
- Leveraged QlikView for data visualization of key KPIs, expediting the average monthly report generation time by 2 hours.
- Conducted risk assessments on Riskalyze, discovering potential project risks before execution and **mitigating failed strategy incidents by 31%**.
- Took advantage of version control and project file management features of SVN, decreasing project file discrepancy disputes by 19%.

Project Administrator

Cisco Systems, Inc.

📅 2020 - 2023

📍 San Jose, CA

- Organized all project records on SharePoint, reducing data retrieval times by 4 minutes for admin tasks.
- Managed project schedules using Microsoft Project, maintaining a **94% on-time delivery of high-priority milestones** throughout tenure.
- Tracked multiple project budgets, ensuring final expenses were within 88% of the allocated budget with effective resource management.
- Automated repetitive tasks on Zapier, saving the team an average of 3.1 hours per week spent on manual work.

Project Coordinator

Uber Technologies Inc.

📅 2017 - 2020

📍 San Francisco, CA

- Integrated Salesforce to keep tabs on all project-related client interactions and provide actionable feedback, **lowering the support team's average response time by 13 minutes**.
- Hosted dedicated brainstorming sessions using Miro, allowing all team members to share 26% more ideas for each project.
- Provided regular project status and schedule updates to senior management to maintain high transparency within the company.
- Extracted course content from various sources to craft training materials for new interns, shortening onboarding time by 3 days.

EDUCATION

Bachelor of Science

Business Administration with an emphasis in Management and a concentration in Project Management

San Diego State University

📅 2013 - 2017

📍 San Diego, CA

SKILLS

- Microsoft Project
- Google Workspace
- ToggI
- SharePoint
- Salesforce
- QlikView
- Riskalyze
- SVN (Apache Subversion)
- Zapier
- Miro