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JAMIE BROOKS

GOAL

To secure a position as an IT Project Manager where I can apply my recently acquired full-stack development skills, years of project / program management, creativity, problem solving, and top-notch client management experience to help reach strategic goals.

EXPERIENCE

Levels Beyond, Denver, CO – Project Manager

JANUARY 2018 – PRESENT

- Effectively managed project efforts, including: project plan, scope, budget, resource management, time management (activities & task planning), communications, risk management, QA and testing, user training, and ongoing maintenance and support.
- Managed client relationships as a whole, building rapport and client satisfaction, leading to client retention and future phase development.
- Accurately determined, assigned, tracked and managed project tasks, activities, documentation, and time information per company standards.
- Provided guidance and leadership to internal project teams.

NOVEMBER 2016 – DECEMBER 2017 – *Executive Assistant*

- Supported CEO and other C-suite members with day-to-day activities, project management, event planning, budgeting, corporate communications, and participation on the Business Leadership Team.

Wells Fargo Dealer Services, Lakewood, CO – Program Manager

MAY 2006 – SEPTEMBER 2016

- Managed many Sales & Marketing projects through deadline identification, setting requirement milestones, working against budgets, and recognizing dependencies.
- Continuously managed incentive program which funded over \$3M annually to participants. Partnered with technical vendor and internal IT department to ensure deliverables were met at all times.
- Crafted, proofread, and executed all internal and external communications.

GE – Auto Warranty Services, Lakewood, CO – Account Manager

AUGUST 2002 – FEBRUARY 2005

- Created Cession Statements and other financial reports for owners of car dealerships with offshore reinsurance accounts.

- Assisted consulting attorney with the creation of legal documents and tracked offshore company formation.
- Implemented training program and provided vendor management for customer rewards program.
- Sales reporting, risk reviews, sales support for top producing independent agents.

Career Consulting Services, Lakewood, CO – *Recruiter*

MAY 2001 – AUGUST 2002

- Searched for, interviewed, and marketed candidates to companies in the financial / retirement vertical.
- Engaged in salary negotiations on behalf of candidates.

GE – Auto Warranty Services, Lakewood, CO – *Sales Support*

MARCH 1999 – MAY 2001

- Provided support for external sales force and independent agents.
- Created sales reports, supply orders, maintained inventory, and conducted price comparisons.

Sheraton Denver West, Lakewood, CO – *Sales & Catering Manager*

MAY 1995 – MARCH 1999

- Orchestrated social and corporate events ranging from 10 – 400 attendees, with impeccable attention to detail.

EDUCATION

University of Denver – *Certificate, Full-Stack Web Development*

September 2018 – Present

Working towards completion of intensive full-stack web development program (completion date: March 23, 2019)

Colorado State University (Global Campus) – *Bachelor's Degree*

Bachelor's Degree in Organizational Leadership with a minor in Communications

TECHNICAL SKILLS

Project management: Jira, Wrike, MS project, Trello

Technical knowledge: Javascript, jQuery, HTML, CSS, Node, React, Angular, MySQL, MongoDB, Heroku, GitHub, Express, MERN stack