Dana Howell

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Elmont, NY

Technical Project Manager, CSM®

LinkedIn

Summary

Resourceful project manager skilled in customer engagement and maintaining project schedules for optimal project delivery. Expertise in project negotiation, Agile/Scrum methodology, coordinating teams and resources.

Key Skills

- **Project Negotiation**
- **Scheduling**
- **Scrum Framework**
- **Cost Management**
- **Database Management**
- **Knowledge of HTML5, CSS, Java**
- **SAP ERP System**
- **Salesforce**

- **Agile Project Management**
- **Requirements Gathering**
- **Risk Management**
- **Client Engagement**
- **Knowledge of Microsoft Azure**
- **Waterfall Project Management**
- **Software Development Lifecycle**

Certifications

Certified Scrum Master CSM, Scrum Alliance   Expires August 2022

Experience

EH Fire Suppression Company Inc.   New York, NY
Senior Project Manager   June 2017 – June 2020
- Conducted stakeholders meetings to gather project requirements and regulatory requirements
- Organized project roadmaps, work sequences, dependencies, effort and specific milestones
- Monitored and tracked project milestones to ensure punctual project delivery
- Coordinated the project communications for the team, ensuring effective exchange of project deliverables to identify, analyze, prioritize and mitigate project risks
- Overhauled operational templates for more efficient project reporting and workflow

New York City Economic Development Corporation   New York, NY
Compliance Project Manager   June 2014 – May 2017
- Onboarded new clients, informing of compliance reporting requirements
- Managed and monitored 72 real estate and manufacturing projects to ensure compliance with project agreement
- Negotiated terms for clients amending project contracts
- Directed collaboration of the Real Estate Transactions, Accounting and Asset Management teams

New York City Economic Development Corporation   New York, NY
Compliance Analyst   Dec 2013 – May 2014
- Aided in data verification for annual reporting to various oversight authorities
- Assisted with the overall client engagement to gather reporting standards for clients
- Processed monthly and quarterly compliance data for reporting to the project owner
- Maintained database of confidential client files and updated information as requested by senior management

Education

THINKFUL   July 2020- Oct 2020
Technical Project Manager Immersion
- Coursework provided a comprehensive and thorough understanding of the project management process, specifically related to the IT field
- Facilitated the use of industry recognized methodology (Agile-Waterfall) for mock project scenarios
- Produced essential project work documentation related to the Software Development lifecycle: Project Charter, SDLC Checklist, Requirement Management Plan, Product Backlog, Sprint Planning, Communication Management Plan, Stakeholder Management plan, Project Kick off meeting presentation and related documentation

Baruch College, City University of New York
Bachelors of Science, Public Affairs & Economics   August 2010- May 2013