

DAVID IRVING

Denver, CO

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SUMMARY

Result-oriented project team leader with years of experience covering project and product management including developing, implementing and supporting infrastructures in a time when inventory and supply chain issues run rampant. A fast and eager learner, I am detail oriented and adopt to changing project requirements quickly to meet business goal

TECHNICAL SKILLS

Tools: SalesForce, Sidekick, Citrix, Microsoft Excel, Microsoft Project, Smartsheet, Monday, VS Code, Github
Languages: Vanilla JS, HTML, CSS, Bootstrap, Bulma, SQL, NoSQL, Node.js, Handlebars, MongoDB, Express

EXPERIENCE

Network Project Manager

February 2020 - Present

Xerox Business Solutions Southwest

Denver, CO

- Manage projects for multiple Xerox customers simultaneously, implementing IT solutions including system configuration, network security, and integration.
- Utilize SideKick 365 CRM and Microsoft Excel for tracking and reporting.
- Clarify requirements, document requirements, update schedules, manage dependencies, create status reports, identify roadblocks, and help to ensure project success
- Liaison between internal and external project teams, stakeholders and third parties.
- Coordinate logistics for installation or repair of Xerox solutions.
- Ensure projects are on budget and in accordance with the timelines, and expectations of company, customer and state standards.
- Drive continuous process improvement and spearhead implementation and adoption of standardized processes and tools.
- Analyze project risks and create appropriate actions based on impact.

General Manager

June 2017 - February 2020

Noodle and Company

Denver, CO

- Implemented and managed company initiatives into a test store, including a full restaurant refresh and remodel project execution and changes
- Reduced weekly variance from by over 500%
- Facilitated the development and career growth of 7 shift managers and 2 Assistant General Managers; in addition, regularly mentored new associates in S.M.A.R.T. goal setting for their career advancement."
- Schedule compliance for 25+ employees
- Grew same store sales on an average of over 14% compared to prior year in an industry expecting negative growth

EDUCATION

Masters of Science - Information Technology

Colorado Technical University

Bachelor of Arts - Industrial / Organizational Psychology

Oglethorpe University

Boot Camp Certificate

University of Denver

Certified Scrum Master - 000987786

Scrum Alliance