



work history (1.25rem) Project Manager 6/19 - 12/19 SIS, Houghton Mifflin Harcourt Boston, MA As Project Manager, planned for and managed all aspects of project objectives including scoping and budgeting. Project deliverables included print, static digital format (PDF, etc.), and structured content delivered on the HMH learning management system. **Key Accomplishments:** Co-led collaboration on developing templates, processes, and reports used to migrate the entire SIS portfolio status trackers from Excel to Smartsheets. Created workflows for authoring content and courses in the Authoring Tool and Content Management System (Inkling and Alfresco) as well as developed trackers and process documentation using Jira, Confluence, and SmartSheet. Created SIS's first project management knowledge base using Confluence. Managed temporary and/or contract staff as required by project requirements.





