

# CURRICULUM VITAE

## PERSONAL INFORMATION

Name: Lisa Chen

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Location: Washington, DC

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## PROFESSIONAL SUMMARY

PMP-certified Project Manager with 7+ years of experience leading complex IT and business transformation projects. Expert in Agile and Waterfall methodologies with a track record of delivering projects on time and within budget. Strong stakeholder management and team leadership skills.

## SKILLS

Project Management: Scope Management, Risk Management, Budget Management, Resource Planning

Methodologies: Agile, Scrum, Waterfall, Hybrid, SAFe, Kanban

Tools: MS Project, JIRA, Asana, Monday.com, Smartsheet, Confluence

Technical: Basic SQL, Process Mapping, Requirements Gathering, UAT Coordination

Soft Skills: Leadership, Communication, Problem Solving, Conflict Resolution

## WORK EXPERIENCE

### Senior Project Manager | Consulting Firm Inc. | Jun 2020 - Present

- Lead portfolio of 5-7 concurrent projects (\$10M+ total budget)
- Delivered ERP implementation for Fortune 500 client (18-month timeline)
- Managed cross-functional teams of 20-50 members across multiple locations
- Achieved 95% on-time delivery rate across all projects
- Developed PMO standards and templates adopted company-wide
- Mentored 8 junior project managers

### Project Manager | Technology Corp | Aug 2017 - May 2020

- Managed software development projects using Agile methodology
- Delivered mobile app project 2 weeks ahead of schedule (saving \$200K)
- Coordinated with offshore development teams across 3 time zones
- Implemented risk management framework reducing project risks by 40%
- Facilitated sprint planning, daily standups, and retrospectives

### **Associate Project Manager | Government Contractor | Jan 2016 - Jul 2017**

- Supported senior PMs on federal IT modernization projects
- Created project schedules, status reports, and documentation
- Tracked project budgets and managed change requests
- Coordinated with stakeholders and vendors

### **EDUCATION**

Master of Science in Project Management

George Washington University | 2014 - 2016

Bachelor of Science in Information Systems

University of Maryland | 2010 - 2014

### **CERTIFICATIONS**

- Project Management Professional (PMP)
- Certified Scrum Master (CSM)
- SAFe 5 Agilist
- ITIL Foundation

### **ACHIEVEMENTS**

- PMI Project of the Year Finalist (2022)
- Delivered 25+ projects with 98% client satisfaction
- Speaker at PMI Global Conference 2021