JACQUELINE GUTIERREZ

CERTIFIED PROJECT MANAGER

Contact

714 - 392 - 6071
gtzjackie1@gmail.com
Riverside, CA

Certifications

Advanced Certified Scrum
Master (A-CSM) Scrum
Alliance
(000835649)

Project Management Professional
(PMP) - Project Management
Institute (3001742)

Skills

Communication Management
Time Management
Strong Writing
Requirements Analysis
Stakeholder Management
Process Improvement
Agile Methodologies
Problem Solving
JIRA
SDLC

Education

CSU, Dominguez Hills

B.S in Biochemistry
B.S in Business Administration

Profile

A proactive certified project manager with over 6 years of experience, equipped with a comprehensive skill set that encompasses adept time management, problem-solving proficiency, and strong verbal and written communication capabilities. Additionally, demonstrating a client-focused approach, skilled in driving successful software implementations using Agile methodologies. Known for fostering collaboration within cross-functional teams to achieve optimal project outcomes.

Experience

Project Manager at WurkNow
Sept 2017- Nov 2023

- Collaborated with cross-functional teams to ensure alignment of the product roadmap with product goals and priorities.
- Created and executed a comprehensive communication plan, ensuring all stakeholders were well-informed about project progress and updates.
- Showed proficiency in written communication through crafting and maintaining product specifications, user guides, and release notes, thereby enhancing product understanding and user experience.

Project Manager at AppCore Labs
Sept 2017- Sept 2019

- Demonstrated exceptional time management skills by efficiently managing a portfolio of up to five projects.
- Spearheaded process improvement by introducing Agile methodology, thereby enhancing project efficiency and adaptability.
- Orchestrated and led meetings with project stakeholders, fostering discussions on deliverables, timelines, and conflict resolution.
- Systematically collected and organized customer feedback, incorporating change management principles to drive product improvements and enhance customer satisfaction.