



Emily Davies

Manager

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Date / Place of birth

05/10/1998, Flagstaff, AZ

Nationality

USA

Driving license

Full

Skills

Management

Requirement Gathering

Budget Administration

Resource Allocation

Forecasting

Process Improvement

MS Office

Profile

Analytical and proactive Manager with twelve years of experience managing software application development & digitalisation projects, with budgets ranging from \$10k to \$700k.

Employment

IT Manager, Swift Software, New York, New York

March 2018 – Present

Swift Software is an American multinational publishing, education and media company known for publishing, selling, and distributing books and educational materials for schools, teachers, parents, and children. As an IT Manager, my core activities include:

- Collaborating with internal and external stakeholders to gather requirements
- Working with the Management Office to determine the company's human capital needs
- Estimating budgets and writing all necessary documentation for approval
- Overall governance, including ensuring compliance to industry and government regulations
- The lead of the development of a foundational framework based on Java, JSP, Struts, CSS, HTML, JavaScript, Oracle, and MS SQL Server
- Provide mentoring services to junior developers and engineers when needed.

Manager, Viacom, New York, New York

January 2016 – January 2018

Viacom is an American multinational media conglomerate with interests primarily in cinema and cable television. As an Manager, my core activities included:

- Spearheading software development projects, with a primary emphasis on Agile development
- Tracking timelines, deliverables, and budgets
- Assessing risks and proactively resolving issues
- Facilitating morning stand-up meetings with the scrum team
- Wrote Python scripts to load data and parse XML documents
- Showcasing progress to state management in biweekly meetings,

Jr Project Manager, NBA, New York, New York

October [REDACTED] — January [REDACTED]

The National Basketball Association is a men's professional basketball league in North America. As a Jr Project Manager, I assisted the project management team with a wide range of software development and infrastructure projects in the ticketing and online departments.

Education

Master of Business Administration [REDACTED]
York

December [REDACTED]