1. Manage the large cross-functional projects and coordinate across stakeholders as needed to ensure the right resourcing, execution, and communications are in place to deliver meaningful results.
2. Develop reports and dashboards to empower key stakeholders
3. Shape actionable recommendations about complex issues critically and concisel.
4. Drive alignment and efficiency around product development, launch, and iteration
5. Track progress, assess risks, coordinate delivery, and actively communicate contingency and mitigation plans for the team.
6. Utilize tools and metrics to track and improve project performance - MS Project, Share point, Project Initiation Documents (Statement of works, Governance Structure, Communication plan, Risk Management Plan)
7. Manage and escalate risks and issues appropriately through the project life cycle.
8. Contribute to the project management knowledge base by sharing lessons learned, best practices, research, appropriately in order to improve the quality of project management services, build the capabilities of colleagues, and advance the profession.

**Skills:** User Interface Design · User Experience (UX) · Technical Requirements · Agile Project Management · Scrum · Product Design · Cross-functional Team Leadership · Project Management