Madison Everett

Project Manager

Address: Nashville, TN 37218
Phone: (615) 568-9444
Email: madisoneverett2@gmail.com
LinkedIn:https://www.linkedin.com/in/madison-everett-966071139
Website:https://madison-everett.github.io/PM_Portfolio/

PERSONAL OBJECTIVE

A highly motivated Software Engineer turned aspiring Project Manager who is innovative and is ready to take on new challenges. Experience in managing projects with the core objective of meeting the stakeholder's requirements, all while using effective organization and communication skills to collaborate in cross functional teams effortlessly.

CORE COMPETENCIES & SOFTWARE TOOLS

- **Technical Skills:** *Data Analysis | SQL | Python | Java | HTML | Javascript | Agile Methodologies*
- **Interpersonal Skills:** *Creative Innovation | Problem-Solving | Event and Meeting Scheduling | Collaboration | Communication | Emerging Leadership | Negotiation*
- **Software Tools:** *G Suite | Microsoft Suite | Monday.com | Jira | Asana | Git Kraken | Slack | Github | Microsoft Visio | Confluence*

PROFESSIONAL EXPERIENCE

VANDERBILT UNIVERSITY, Nashville, TN — *Project Consultant/Business Analyst*

June 2020 - PRESENT

- Successfully worked with the Assistant Provost, Director, and other senior team members to develop project plans and strategies without close supervision.
- Served as one of the Product Owners and Campus System Experts for various individual VU projects managed by the PSI (Process, Solutions, and Implementation) team :
    - Destiny One instances (Executive Education, Blair School of Music)
    - FIS (Faculty Information System)
    - Interfolio
    - VERA (Vanderbilt Electronic Research Administration)
- Worked as a member of matrix teams from across Academic Affairs, Faculty Affairs and VUIT to execute projects.
- Successfully collaborated and led meetings with stakeholders to understand and document their technology and project needs and in turn develop requirements that can be configured in vended systems or created into development tickets for VUIT.
- Effectively used SQL and Python to migrate over 1000 records bi-weekly over the course of the 6 month Data Migration phase of the VERA project.
- Quickly aided in enhancing the progress within a given project's development cycle through project management, such as requirements gathering, development, UAT, and user training.
- Used effective communication to inform new users and primary stakeholders about new processes and systems via email and scheduled meetings, in addition to documenting new changes in development as they appeared.
- Respectively interacted with the VU development team, WAG (Web Application Group) to effectively organize and assign tasks on JIRA for various homegrown systems.
- Worked successfully in a hybrid Project Management environment (mix of Agile and Waterfall) and used time management skills to successfully complete tasks and surprise challenges through projects.
- Helped manage and successfully implement a new Electronic Research Administration (VERA) for the entire VU Grants and Contracts community (faculty and staff) along with team members in SPA (Sponsored Programs Administration) and Huron Consulting Group through more than 100 hours of planning meetings over 10 weeks.
- Aided in managing and maintaining functional design documents and technical specification documents within projects.

UNITED BANK OF SWITZERLAND (UBS) INTERNSHIP, Nashville, TN — *IT Software Engineer Summer Intern*

June 2019 - August 2019

- Led and developed multiple machine learning Python projects within an agile/scrum - based development environment.
- Explored and formulated various efficient solutions to the assigned projects during the internship period.
- Participated and accepted criticism within code reviews and refactored projects quickly and efficiently to match suggested critiques.
- Led several department presentations and carefully articulated the development progress of the project, the project's needs, and the project's benefits for the company as a whole
- Generated quick and easy-to-understand documentation and clarified and coached other employees on the usages of the developed projects.
- Emerged as a natural and respectful leader during collaborative development meetings and aided in discovering suitable and effective solutions for encountered challenges within development cycles.
- Met and exceeded company's expectations and improved and encouraged further machine learning projects and understanding within the company's environment.
- Performed various Python-centered data analysis techniques to prepare the data for Machine Learning Training and Prediction
- Responsibly managed and monitored SQL databases containing sensitive CID (Client Identifying Data)
- Adapted quickly to a fast-paced financial corporate environment and was able to efficiently assist with the constant workflow.

EDUCATION & CERTIFICATIONS

BELMONT UNIVERSITY, Nashville, TN — *Bachelor of Science in Computer Science*

June 2016 - May 2020

- Minor: Mathematics
- GPA: 3.89/4.0
- Participated as a Team Leader and Ambassador in BOLD (Belmont Office of Leadership Development)
- Worked as a Computer Science Tutor for 2+ years

GROW WITH GOOGLE: PROJECT MANAGEMENT TRAINING & SPECIALIZATION CERTIFICATION, *Remote*

December 2021

Relevant Courses:

- Foundations of Project Management
- Project Initiation: Starting a Successful Project
- Project Planning: Putting It All Together
- Project Execution: Running the Project
- Agile Project Management
- Capstone: Applying Project Management in the Real World

PROFESSIONAL PROJECTS

- VERA (Vanderbilt Electronic Research Administration), Vanderbilt University
- Destiny One Instances - Continuing Education System, Vanderbilt University
- FIS (Faculty Information Systems), Vanderbilt University