

Madison Everett

Project Manager

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CORE COMPETENCIES & SOFTWARE TOOLS

- **Technical Skills:** *Data Analysis | SQL | Python | Java | HTML | Javascript | Agile | Scrum | Kanban | Lean | Software Development Life Cycle (SDLC)*
- **Interpersonal Skills:** *Creative Innovation | Problem-Solving | Collaboration | Communication | Emerging Leadership | Fast Learning | Project Planning and Scheduling | Multitasking and Organization Skills | Natural Attention to Detail | Self-Motivated | Self Starter | Adaptability | Critical Thinking*
- **Software Tools:** *G Suite | Microsoft Office | Monday.com | Jira | Asana | Git Kraken | Slack | Github | Microsoft Visio | Confluence | Box | Microsoft Teams | DBVisualizer | Sublime Text | Cyberduck*

CERTIFICATIONS

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

December 2021

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 (Vanderbilt University Information Technology) to execute projects.
- Successfully collaborated and led meetings with stakeholders to understand and document their technology and project needs through spreadsheets, diagrams, and process maps.
- Documented Stakeholder requirements and converted them into development tickets for VUIT and vendors..
- 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.
- Managed changes to the project scope and project schedule using guidance from stakeholders.

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.

BELMONT UNIVERSITY, Nashville, TN — *Computer Science Tutor/Consultant*

June 2018 - May 2020

- Responsible for adapting to different and newer problems and finding innovative solutions for clients
- Used strong communication skills to understand and complete clients' requirements
- Managed day to day client interactions and communications
- Responsible for managing time correctly to ensure that the client is assisted quickly and efficiently
- Responsible for ensuring understanding of Computer Science concepts for clients
- Tutored Belmont students in college -level Computer Science concepts, such Java and Object-Oriented Design
- Managed and maintained strong professional and respectful relationships with clients
- Responsible for ensuring understanding of Computer Science concepts for clients
- Guided and provided advice to students who needed help to figure out the next steps of a project
- Helped students further improve personal development projects by offering up technical and functional advice

BELMONT UNIVERSITY, Nashville, TN — *Bridges to Belmont Scholar Leader*

June 2018 - May 2020

- Engaged with several of the Bridges to Belmont scholars to correctly acknowledge and implement ideas to increase the overall development of the Bridges to Belmont program
- Modeled the desired leadership expectation of a Bridges Scholar Leader and engaged in numerous respectful and efficient meetings with co-workers
- Planned several events through extremely responsive email, phone, and in-person communication
- Responsible for ensuring that events within the Bridges to Belmont community went as efficiently as possible
- Carried out in-person questionnaires with the Bridges to Belmont community in order record their enjoyment with events and improve the future events

EDUCATION

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)
- Bridges to Belmont Scholar