

# Megan E Gallagher

## Technical Project Manager

San Francisco, California

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[LinkedIn](#) | [Website](#)

### SUMMARY

Technical Project Manager seeking a position at Minnesota Street Project Art Services. Through my experience in Curatorial Practice and in fine art, as well as Thinkful and Braintrust scrum training, I am proficient in agile methodologies and practices. Also my background in business management and performative arts management brings together my organization skills and personal skills to expertly facilitate groups and bring teams together to collaborate.

### SKILLS

**Technical Skills:** Agile methodologies, Scrum Workflow, Slack, Trello, Jira, Confluence, Stakeholder management, Project documenting, Group facilitation, Team collaboration, System development life cycle, Project life cycle

**Additional Skills:** Organized, attentive to details, excellent communication and public speaking, persuasive, personable, team player

### PROJECTS

#### Capstone 1 | [Project Link](#)

Combining knowledge of project life cycles, systems development life cycles, and business process to put together project organization documents including a project charter, RACI chart, and requirements management documents

- Coordinated documents, outlined project plan, described and detailed project requirements and resources
- Tech: project documenting, resources management, Gantt charting, google docs, excel

#### Capstone 2 | [Project Link](#)

With strong communication skills and stakeholder management skills this project brought together project planning, written communications plan, leadership statement, and team operational guidelines, and stakeholder engagement matrix.

- Gathered information and checklists for the project kickoff meeting, created comprehensive communications plan, set team leadership and operation guidelines, utilized public speaking and group facilitation skills to lead a project kickoff meeting
- Tech: Zoom, google docs, google slides, google spreadsheets

### EXPERIENCE

TALENT AMBASSADOR, SERVER, BARTENDER, & PERFORMER

#### Berber Restaurant SF | San Francisco, CA

February 2019 – Present

- Talent recruiter and booker for performers, in charge of overseeing performer matrixes and schedules
- Organizer of shows and events and liaison between performers and management staff

FOUNDER AND OWNER

#### Head Over Heels Gymnastics SF | San Francisco, CA

February 2015 – Present

- Started the company from inception and manage day to day operations, sales, marketing, and finances
- Coordinate staff and human resources with attention to valuing employees

### EDUCATION

TECHNICAL PROJECT MANAGEMENT

2021

#### Thinkful

- Applied my business and management skills to the technology sector
- Able to grow my communication, leadership, and technical skills

MA CURATORIAL PRACTICE, CONCENTRATION IN PERFORMANCE ART

#### California College of the Arts, San Francisco, CA

2014

- Thesis: monograph of Bay Area curator, Adrienne Fuzee with the objective to preserve Fuzee's legacy and speak to the importance of curatorial documentation.

BA ARTS MANAGEMENT, MINORS RUSSIAN STUDIES & FINE ART

#### College of Charleston, Charleston, SC

2010

- Graduated Cum Laude