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<COMOLYN WEEKS GA>

SUMMARY

• Microsoft |Atlanta, GA| Technical Project manager-contract
5/2024- 6/2025 Provided strategic program leadership for AI/ML product development, translating product vision into actionable execution plans and optimizing engineering constructs while adhering to internal security protocols and compliance guidelines.

• Collaborated cross-functionally with product, QA, data, and AI/ML engineering reams to define program scope, objectives, and success criteria, directly enhancing tech team effectiveness and overall efficiency by leveraging AI tools.

• Established and maintained comprehensive program dashboards and reports, enabling data-driven decision making to track progress, identify security risks, and ensure adherence to timelines and compliance milestones.

• Established and maintained project dashboards and reports to track progress, identify risk, and ensure adherence to timelines and budgets.

• Managed communications related to feature requirements, status updates, and key stakeholder requirements, including executive-level briefings.

• Developed and implemented project plans, timelines, to ensure timely and successful project delivery Handles communications related to feature requirements, status updates and key stakeholder requirements Demonstrated Strong experience using ADO to include ability to report progress using Epics, Features, Bgs, and Tasks.

SKILLS

SKILL	YEARS USED	LAST USED
Experience designing and implementing Microsoft Azure cloud infrastructure	2	2025

solutions and services		
Experience managing complex technical projects with cross-functional teams and stakeholder coordination	2	2025
Experience working with familiarity with IRS pub 1075 contexts). Compliance Policies & procedures. Data Security and Privacy best practices. technologies and related tools	2	2025

EMPLOYMENT HISTORY

<List candidate's relevant employment history>

EDUCATION

Master of Arts (M.A.), Health and Human Services | Saint Mary's   2017
University of Minnesota | 2017

Bachelor of Science (B.S.), Psychology | Georgia State   2010
University | 2010
   • Camolyn Weeks, PMP, SSM
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CERTIFICATIONS

   • Project Management Professional (PMP) | Project Management Institute
   • Certified SAFe® 6 Scrum Master | Scale Agile
   • Technical Competencies
   • Agile & Project Management Tools: Jira, Azure DevOps, Rally, Atlassian Confluence, Microsoft Planner, Workfront, Mural.
   • Collaboration & Productivity: Microsoft Office Suite 365, Salesforce, Google Docs, GitHub, ServiceNow, WebEx.
   • Diagramming & Documentation: Technical User Diagramming, Workflow & Process Mapping Tools.
   • Professional Profile
   • Microsoft |Atlanta, GA| Technical Project manager-contract
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• Developed and implemented project plans, timelines, to ensure timely and successful project delivery

• Handles communications related to feature requirements, status updates and key stakeholder requirements

• Demonstrated Strong experience using ADO to include ability to report progress using Epics, Features, Bgs, and Tasks.

• Recognized and articulated risks to project timelines, including possible solutions to stakeholders.

• EndTime Harvest Entertainment |Minneapolis, MN| Project manager -
   4/2023- 4/2024

• Ensured all campaign delivery projects for the Brand studio are well planned, documented and carried out in the most efficient and timely way possible and within budgets.

• Coordinated the preparation of the project budget; the preparation of various cost, milestone, and management reports; and the staffing of internal and external reviews

• Provided a pro-active and day to day contract to the sales teams and clients regarding create campaign delivery

• Ensured all projects are carried out and reported via the business information tool Workfront

• Develops performance indicators for programs and project programs and evaluating and monitoring key programs, demonstrating a strong understanding of project monitoring and reporting crucial for audit and compliance tracking.

• Advise and make recommendations to the Director on work regarding courses of action applicable to programs, planning, studies, and technical considerations involved in activities for Programs and Project management.

• Support program leadership in status reporting to both management and project/client groups

• Created and maintained burndown charts for EPICs, Features, and Sprints to visualize progress against planned timelines, identify deviations from the projected trajectory, and adjust plans accordingly.

• Cox Automotive Inc. | Atlanta, GA| Senior Scrum Master-contract 9/2022 – 3/2023

• Developed and implemented Agile best practices across the organization, ensuring alignment with the Agile process. Collaborated with Product Owner and Program Manager to create dependency roadmaps and cross-functional teams capable of providing end-to-end solutions.

• Implement, and continually improve Agile, Scrum principles and practices, while enhancing performance of the team.

• Helped removed impediments and foster a collaborative environment for high-performing team dynamics, continuous flow, and relentless improvement.

• Led a team that executed the development and production of new applications, resulting in the organization's achievement of $22B in revenue.

• Implemented a CI/CD pipeline, enabling the development team to build, test, and deploy software changes more efficiently while integrating security best practices and quality objectives into the development lifecycle.

• Coordinated and facilitated all Scrum ceremonies, including daily stand-up and Sprint Planning. Managed and facilitated a positive team dynamic to help maximize team performance

• Microsoft | Atlanta, GA |Scrum Master -Consultant 4/2022 – 7/2022

• Served as Project Manager/Scrum Master Consultant, driving digital transformation initiatives focused on enhancing engineering productivity and reducing delivery time by applying Agile and waterfall workflows.

• Organized and coached three development teams, increasing their productivity by 30% and reducing delivery time by 20%, demonstrating significant people management and coaching capabilities within a technology context, and contributing to delivery velocity improvement.

• Assessed Scrum maturity within the Division and recommended more granular Objectives and Key Results, supporting data-driven decision-making and continuous improvement through data-driven insights.

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• Managed Azure DevOps Governance, running auditing reports to improve data quality and coached the development team on proper ADO usage, directly aligning with audit/compliance project monitoring and quality assurance.

• Collaborated across solution teams to increase the consistency and effectiveness of Scrum application in the organization, driving operational excellence and alignment across teams.

• Led a DevOps team in implementing monitoring and alerting tools for software system reliability, contributing to developer environment improvements and process efficiency.

• Implemented and enforced Agile processes, directly improving team performance and delivery, and building agile project frameworks.

• Led and managed cross-functional collaboration throughout various phases of product launch to drive project success, mitigating blockers and navigating cross-team dependencies.

• Created reports detailing progress on individual Features, including completion status, dependencies, and any impediments or issues encountered during implementation, supporting work plans, project briefs, and timelines.

• Implemented a CI/CD pipeline, enabling the development team to build, test, and deploy software changes more efficiently, aligning with DevOps principles and enhancing delivery velocity.

• African Career, Education, and Resource (ACER) | Brooklyn Park, MN Scrum Master 1/2020 – 3/2022

• Led a team executing the Health on the Go (HOTG) program, facilitating a more cohesive public health network, demonstrating experience in healthcare systems within a public-facing, and government-like context.

• Assisted with studies to determine if programs have the resources to accomplish objectives, supporting resource allocation and capacity planning.

• Led planning sessions to evaluate progress of existing programs, contributing to continuous improvement and data-driven insights.

• Analyzed the effectiveness of administrative practices to ensure compliance with organizational standards, contributing to process efficiency.

• Coordinated a mobile application initiative, enhancing information retrieval and dissemination among internal stakeholders, showcasing experience with digital product development lifecycles.

• Led projects from requirements definition through deployment, identifying schedules, scopes, budget estimations, and implementation plans, including risk mitigation, demonstrating success in managing complex projects using Agile and Waterfall methodologies.

• Facilitated a community of practice to improve service coordination among cities, county, and community organizations, demonstrating strong facilitation and stakeholder management skills.

• Established and maintained relationships with relevant client stakeholders, providing day-to-day contact on project status and changes, ensuring stakeholder engagement and communication.

• Nexus Health Group | Plymouth, MN Project Manager 1/2014 – 1/2020

• Led program and project roadmap development, planning, scheduling, execution, and reporting during a successful large-scale cloud migration, demonstrating expertise in creating and managing work plans and timelines.

• Developed comprehensive training material and delivered onsite training to staff, demonstrating direct experience in technical Learning & Development (L&D), contributing to team productivity.

• Worked with customers, users, and project leads in analyzing, designing, implementing, and supporting a variety of IT business systems covering diverse applications such as healthcare and financial systems, gaining experience with highly regulated environments and their compliance requirements.

• Managed the technical development of appropriate clinical business practices while utilizing process mapping techniques to define workflows and diagrams.

• Utilized knowledge of clinical operations and processes to improve overall quality and integrity of EHR/PCMS and other data management practices, contributing to process efficiency and data-driven insights.

• Collaborated with the team to integrate the platform with other healthcare systems and technologies, such as electronic health records (EHRs) and medical devices through effective data transformation, demonstrating experience with cross-functional collaboration and technical requirements.

• Provided project leadership in managing meetings, facilitation, action tracking, and presentation preparation, ensuring stakeholder alignment.

• Oversaw the implementation of ServiceNow and other medical administration software, showcasing experience with IT service management and agile planning tools.

• Ensured adherence to best practices for data security and privacy during data transformation and integration, contributing to quality assurance.