

IT Project Manager Intern IT Project Manager Intern IT Project Manager Intern - Nebraska Book Company Lincoln, NE Authorized to work in the US for any employer Work Experience IT Project Manager Intern Nebraska Book Company - Lincoln, NE May 2017 to Present Conducting business with over 5 different colleges as the primary project manager in order to help them implement our POS solution within their bookstores, requiring constant written and verbal communication between internal and external parties Building and fostering professional relationships with directors, VP's, as well as clientele to establish rapport and build trust Making vital decisions which includes delivering news to clients that they may not want to hear Facilitating and leading weekly conference calls with multiple teams across both our and our clients organization in order to review our current action items, bridge communication gaps between parties, and ensure the timely completion of the project Creating and tracking projects through completion using Microsoft Project and JIRA to easily communicate the status of the project across the organization Server Misty's Steakhouse - Lincoln, NE November 2015 to May 2018 Managing 30+ customers throughout the restaurant, ensuring top quality service to maintain and increase the customer base Communicating constantly with both superiors and team members, as well as customers in a professional manner to ensure smooth operation of the restaurant Cashier Polo Ralph Lauren - Aurora, IL November 2013 to August 2015 Trained 5+ new employees individually on the cash register to maximize employee efficiency Guided 100+ customers daily in finding product by using effective communication skills in order to achieve the best possible experience Exceeded job expectations based off of predetermined KPI's Activities Alumni of Phi Delta Theta fraternity Alpha Chapter of Nebraska Business Manager for local Hip-Hop Collective Righteous Hand Records Education Bachelor of Science in Business Administration University of Nebraska - Lincoln, NE May 2018

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