IT Project Manager/ Scrum Master - App Dev IT Project Manager/ Scrum Master - App Dev IT Project Manager/ Scrum Master - App Dev - CheckAlt Miami, FL ? Over 5 years of experience as a Project Manager/ Scum Master managing distributed teams in delivering end-to-end high-revenue applications ? Highly experienced in facilitating the ceremonies of scrum, including the daily scrum, product backlog refinement, sprint planning, sprint review, demo and sprint retrospective ? Management experience of the full project life cycle including requirements gathering, creation of project plans, obtaining and managing resources, managing budget and facilitating project execution, deployment and closure ? Have an in-depth understanding of software development lifecycle and different development methodologies like Waterfall and Agile ? Proven track record of migrating the entire team from traditional Waterfall to Agile by coaching and mentoring ? Diverse experience within multiple industries and PMOs including Healthcare, Financial and Telecom ? Very transparent in communications keeping stakeholders informed about the progress by sharing scrum notes, sprint review reports, project retrospectives, and regular snapshots of burndown and project velocity ? I never hesitate getting on the ground alongside my team in resolving critical problems which influences performance Work Experience IT Project Manager/ Scrum Master - App Dev CheckAlt November 2018 to Present - Contract   Facilitate scrum ceremonies like sprint planning, daily stand-ups, retrospectives, demo and review   Work closely with product owner and business stakeholders in maintaining and prioritizing the release backlog   Protect development team from outside distractions, impediments or team conflicts to meet the sprint goals and deliverables Facilitate user story reviews with business analysts   Responsible for end-to-end project management covering complete lifecycle starting from pre-discovery to closure   Responsible for communication, including status reporting risk management, escalations, problem solving and, in general making sure that the project is delivered on schedule, and within scope   Proactively identify potential project risks and help develop mitigation plan   Conduct user feedback in identifying the pain points and developing solutions to improve productivity and efficiency Owner/ Project Manager 4 Capital Ventures, LLC January 2018 to November 2018   Developed and project managed a vape lounge business from the ground up inclusive of build out, negotiations with mall group, creating the

business plan, overarching sales and operations strategy   Cultivated a partnership with the world's largest mall retailer where multiple locations were secured with a quarterly growth initiative   Oversaw all aspects of a successful vape lounge, including staff hiring and training, procedure development and implementation, and long-term planning   Positioned the business for increase of growth and sales by establishing partnerships with the industries best vendors which drove costs down and profits IT Project Manager/ Scum Master - App Dev Tampa, FL June 2017 to December 2017 - Contract   Tasks include but are not limited to the creation and distribution of weekly status reports, hosting weekly status calls, assembling break-out sessions between cross-functional groups, creation and distribution of project plans, obtaining executive financial approvals and creation of financial documents   Reviewed, evaluated, and maintained databases identifying data sources, documenting processes, developing and formatting reports, using several software programs   Responsible for project coordination including planning and implementing content across all work flows while ensuring that security, risk and compliance requirements were met   Analyzed the method of transforming existing data into a format for the new environment and the loading of this data into other database   Managed and bridged the gap between vendor and business to see the SOW through to agreeable terms and final signature   Wrote user stories based on the requirements gathered from all of the stake holders   Organized and facilitated Agile and Scrum meetings, which included Sprint planning, daily Scrums or standups and sprint review   Developed and managed multiple release plans and project plan, including project scope, development/delivery schedule, resource requirements, integration efforts and budgets ensuring successful product implementation   Responsible for allocation of all project resources and approver of time management Global IT Project Manager - Facilities - Contract SYKES - Tampa, FL September 2016 to May 2017   Managed the implementation of IT infrastructure to sizeable call centers for large Telecom and Health Care organizations globally ? Clients within portfolio included AT&T, Frontier, T-Mobile and various health networks   Tasks included but were not limited to the creation and distribution of weekly status reports, hosting weekly status calls, assembling break-out sessions between cross-functional groups, creation and distribution of project plans, obtaining

executive financial approvals and creation of financial documents using waterfall methodologies

Managed and directed the successful installation of countless wireless access points, switches/routers and wireless desktop computers   Developed and monitored project budget requirements; reviewed billing and contracts   Successfully collaborated with developers, engineers and technical team throughout every project   Ensured customer satisfaction of information technology solutions by managing the details of overall project schedules and deliverables

Managed multiple technology projects at once; budget ranging up to $2M; matrix team avg. of 65 members - 70% global resources, contractors and vendors Project Manager - Facilities - Contract TECO - Tampa, FL March 2016 to June 2016   Temporary assignment to standardize project and scheduling processes   Created templates for communications, scheduling, plans and SOW's Structured project plans into a new automated system with waterfall methodologies   Allocated multiple group recourses throughout 2016 so that budget, time and persons were accountable   Led several meetings throughout the week involving stake-holders to provide visibility of all projects and new processes   Correlated with several departments to see every aspect of projects needs through to fruition Project Manager - App Dev - Contract Citigroup - Tampa, FL November 2015 to February 2016   Analyzed the method of transforming existing data into a format for the new environment and the loading of this data into other database   Reviewed existing migration tools and provided recommendations for improving performance of the migration process   Wrote user stories based on the requirements gathered from all of the stake holders   Organized and facilitated Agile and Scrum meetings, which included Sprint planning, daily Scrums or standups and sprint review Conducted business analysis using advanced excel alongside team of analysts and developers Held overall responsibility to plan, develop, coordinate and lead software release activities with application and supported teams beginning with the Software Testing phase for the Regulatory Reporting division of the FED   Implemented complex software projects for delivery of large reporting for the FED   Integrated the changing needs of clients into the pre-existing software/tools through on-going maintenance   Facilitated cleansing, mapping and enrichment, facilitated analytical procedures/analyses to detect unusual financial statement relationships and facilitated

internal control and substantive testing's   Implemented numerous business optimization projects and reporting tools that improved efficiency, reduced expenses, labor costs, and maximized profit by automating outdated manual processes for operations IT Project Manager - App Dev - Permanent IT University Online - Palm Harbor, FL May 2014 to November 2015   Worked closely with CEO and President to develop and manage strategies in growth   Retained and profitably grew volume, sales, and profitability through proactive management of large-client relationships   Held overall responsibility of coordination of implementations of software builds and releases   Responsible for business process engineering, and software development life cycle including analysis, design, development, testing and implementation of software applications for Clients.   Tracked any additions, deletions or change in scope on the published release plan including efficient tracking of defects.   Responsible to continually improve change/release processes hence to proactively minimize change-related risks   Worked with production managers to design and implement tools and controls to achieve performance goals and compiled and presented chart presentations to them on a regular basis comparing performance and quality trends against set goals   Conceptualized a retail division for the company and was approved to move forward and take lead.   Created and managed the new division starting with Wal-Mart as the first retail partner. From budget, creative, communications, and negotiations, managed the entirety of this project and brought it to fruition. Worked within Wal-Mart's ERP/ Manufacturing systems to set up our products for retail and online sales Education General in Engineering Miami Valley Career Technology Center - Clayton, OH August 2005 to May 2007 Skills Certified Scrum Master, Agile Scrum (3 years), Scrum Master (3 years), Scrum (3 years), Project Management (5 years) Certifications/Licenses Scrum Master Certified May 2019 to May 2022 Scrum Fundamentals Certified December 2018 to Present Publications Cover Letter To Whom It May Concern: If you are looking for someone who has expert knowledge of both Agile and traditional project management principles, then look no further, as I have the ability to blend them together in the right proportions to fit any project and business environment.   As my resume and references will indicate, I have the required skills and experience needed to successfully fulfil your challenging but rewarding role. I am an expert at keeping project

costs down and ensuring the highest level of performance management in business operations.

For the last five years I have been employed as a consultant with multiple organizations. My taking short term contracts in different fields has been purposeful so that I could gain different perspectives of how PMO s and experts in the field handles projects. I am now seeking to put what I have learned into action and find a long-term career role.   I play an active role in the day to day management, direction and co-ordination of projects. I primarily help teams and clients to adopt best practices from the Agile Framework, and because of this have a high level of interaction with external and internal clients and report directly to the executive levels of the organization.   On a personal level I have the gravitas and dynamism needed to get the best out of others and to get things done on time and within budget.   I hope that after reviewing my attached resume you will be convinced of my potential and invite me for an interview to discuss my application in further detail. If required I can provide you with excellent references from my current and previous employers.   Yours sincerely,

Michael Perkins

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