

IT Project Manager IT Project Manager Project Manager Atlanta, GA Authorized to work in the US for any employer Work Experience IT Project Manager The Weather Group - Atlanta, GA May 2018 to February 2019 Manage projects on behalf of the Content Engineering Department Coordinated internal resources and third parties/vendors to execution multiple IT software projects Set deadlines, assign resources, manage changes, monitor and summarize progress of projects Developed a detail project plan to monitor and track performance Prepared status reports for Stakeholders and escalate risk as needed Managed meetings and training sessions with clients, vendors and internal team leads Project Coordinator Masterack - Atlanta, GA March 2016 to May 2018 Managed and tracked projects on behalf of the President Managed and tracked projects and provided status reports to Stakeholders Analyzed and reported projects risk to achieve an on-time, successful completion within budget Provided measuring, monitoring and improvements of supply chain performance Tracked engineering projects to completion, driving an on-time success rate Researched and recommend new products, processes, systems, policies, and procedures Project Coordinator Ultimate Staffing - Atlanta, GA May 2013 to March 2016 Provided project support to contract clients Assisted management in identifying the scope and budget of projects Developed project plans to share internally and with clients Track project performance to analyze goals and risk Provided regular status reports to Stakeholders Met budgetary objectives by delivering projects on-time and within budget Sales Education Training Specialist Modal - Norcross, GA November 2012 to May 2013 Implemented and tracked training programs Created and executed both live and recorded sales education presentations Supported the organization to meet overall sales targets and business objectives Maintained and grew functional knowledge of the healthcare industry, regulations and clinical concepts Maintained internal and external relationships with subject matter experts to create new content Planned and coordinated logistics for onsite and/or offsite sales and training events Maintained the learning management systems Researched and identified training opportunities Sales Operations Coordinator SavaSeniorCare - Atlanta, GA September 2006 to November 2012 Provided operational support for the SVP of Sales & Marketing Reviewed, analyzed and prepared sales reports for the Sales & Marketing team and executive

team Collaborated with the Sales & Marketing team to develop and implement sales programs internally Developed and managed a monthly promotional program for the facilities (1.2M annual budget) Developed marketing collateral for 185 facilities operated by SavaSeniorCare in 13 states Negotiated and managed key vendor contracts with vendors on an operational fulfillment level Event planning, marketing promotions, sales training and other internal and external conferences Administered internal CRM activity for Salesforce.com Managed the overall team of 100+ using Kronos Education Master's Webster University - St. Louis, MO Bachelor's University of South Carolina - Columbia, SC Skills Learning management, Training, Kronos, Innotas, Peoplesoft, Ms project, Sharepoint, Visio, Jira, Budgeting, Relationship management, Copy writing, Event planning, Marketing, Branding, Supply chain, Customer relationship management, Vendor management, Supply chain management, General office

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