

IT Project Manager IT Project Manager District Heights, MD Skilled project manager who excels in time management, multi-tasking, and interdepartmental and external communication. Passionate about technical writing, reporting and metrics, and training. Work Experience IT Project Manager Chemonics International - Washington, DC November 2018 to Present Driving team success through shared vision and recognition of quality performance. Collaborating with stakeholders to define and implement clear targets and objectives for projects. Prioritizing project tasks to efficiently complete projects and provide deliverables. Resolving challenges by supervising and implementing emergency issue resolution strategies. Improving resource allocation to promote efficiency and deadline management. Communicating new software for company-wide use. Writing and editing new processes and definitions for intradepartmental use. Online Education/Information Systems Coordinator American Association For Marriage And Family Therapy - Alexandria, VA October 2014 to May 2018 Delivered and edited continuing education coursework and materials through a learning management system. Researched various topics relating to systemic therapy as necessary to successfully implement online courses. Collaborated with therapists to develop an online curriculum for marriage and family therapist supervisors. Worked with students to submit classwork online and guided them to obtain their supervisory status after their education was completed. Implemented strategies that increased the Online Education Program revenue by 137% in two years. Created and tracked program data metrics and reported results to the Board. Wrote documentation on our systems for interdepartmental and external audiences. Marketed and edited communications for continuing education courses. Education Bachelor's in Psychology University of Maryland-College Park - Adelphi, MD August 2012 to May 2014 Associate in Psychology Prince George's Community College - Upper Marlboro, MD August 2010 to December 2011 Skills Program Management (5 years), LMS (5 years), Database Administration (5 years), Customer Service (8 years), Technical Support (10+ years), Project Management (5 years), Research (9 years), Reporting (5 years), Data Entry (7 years), Data Analysis (5 years), Troubleshooting (5 years), Marketing Communications (5 years), Microsoft Office Suite (10+ years), Microsoft Project, Editing (5 years), Technical Writing (5 years) Awards Manager's

Award 2016-05 Received at AAMFT for providing excellent member service to those participating in a continuing education course sponsored by the association. Manager's Award 2017-10 Received at AAMFT for organizing and documenting association processes and making them more efficient.

Certifications/Licenses Driver's License

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