

PROJECT MANAGER PROJECT MANAGER PROJECT MANAGER - Array Systems Los Angeles, CA IT Professional with over 8 years of experience specializing in telecommunications project management and systems analysis in the Retail and Global Logistics sectors. I also provide creative service solutions with WordPress development, SEO, content design and marketing strategies.

Work Experience PROJECT MANAGER Array Systems - Los Angeles, CA September 2017 to Present ? Managing web application development project for Southern California Golf Association to improve project timelines and delivery by 33%. Excellent time management and resource workflows. ? Supervised team of developers to optimize and improve UX design on web application project now used by over 75k unique visitors per month. ? Managed web development team for Torrance Education Foundation marketing and design rebrand. ? Experienced technical project management with a proven track record and attention to project plan and process flows.

WORDPRESS DEVELOPER, ANALYTICS/SEO SPECIALIST Array Digital - Los Angeles, CA July 2015 to Present ? Excellent collaboration with client sales/marketing programs, UX, and editorial content design. ? Responsible for multiple Google AdWords client campaigns. Review statistical analysis and provide customized reporting outlining a data-driven marketing strategy to client executive team. IT PROJECT COORDINATOR & IT DATA ANALYST Trader Joe's Company -

Monrovia, CA March 2015 to February 2019 ? Managed the "Wide Area Network (WAN)" and "Managed Network Services" Project that implemented network resiliency and vendor services in over 470 stores nationwide. ? Managed the "Camera" and "Broadband" complex projects to deploy store security in metro area stores and build out dynamic store network functionality in 30% of our chain. ? Monthly reporting review, maintenance, and telecommunications analysis have provided insights resulting in over \$1M in total savings over four years. Education B.A. in INTERNATIONAL

DEVELOPMENT STUDIES University of California, Los Angeles - Los Angeles, CA 2005 to 2009 Skills Estimating (5 years), Outlook (5 years), budget (5 years), Scheduling (5 years), Microsoft Office (10+ years), Project Management (5 years), Microsoft Excel (8 years), Analytics (5 years)

Certifications/Licenses Driver's License Additional Information SKILLS Project Management Experienced Vendor management; Highly organized, strong attention to detail; Engaged in

delivering results; Complex team collaboration Project Planning Consistent and Organized; JIRA and Agile Scrum Methodologies; Budget management; Basecamp; Strong Reporting and Documentation skills Web Development & SEO Experienced WordPress developer; UX/UI customer flow and acquisition; Technical SEO; Performance targeting and metrics Soft Skills
Excellent communication skills; Highly Motivated, Collaborative, and flexible; Problem solver with a positive attitude; Hands on Business Software Advanced Microsoft Office Suite, MS Excel pivot tables and VBA automation; Proficient with Google Suite & Webmaster Tools Photo/Audio/Video Editing Proficient in Adobe Creative Suite, Final Cut Pro video editing, Pro Tools audio editing; Digital video, creative content design

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