

IT Project Manager IT Project Manager IT Project Manager - ITT Corporation Pittsford, NY Business professional seeking Project Management or event coordinating role, where I can apply my five years experience to develop growth and success. Proficient Software: iOS, SPSS, MacOS, Android, Microsoft Office, Kixie, Microsoft Project, Webex, Google Drive, Sign In/ Team, Nation Builder, Zoho CRM, ServiceNow, SAP Feildglass, Skype, Google Analytics, SalesForce CRM, Microsoft Office Work Experience IT Project Manager ITT Corporation - Seneca Falls, NY May 2019 to Present Works with the IT, Financial Resource Center and various business partners to move financial data from old legacy systems over to a new, custom system Responsible for creating and managing the project plan by: reaching out to team members for status updates, answering questions and concerns, scheduling and attending team meetings, tracking time restraints and, ensuring we reach deadlines Created and kept accurate records; master project plan, weekly quad charts, progression graphs, cover letters for presentations and, daily activity log Coordinate between the IT department, Financial department and third party business partners Reports daily progress to my manager, the VP and the CIO Maintains professional and technical knowledge by reviewing professional publications; establishing personal networks; participating in professional societies. Perform other related duties as assigned Brand Ambassador/ Sales Representative Saint Lawrence Spirits - Rochester, NY October 2018 to Present Educate customers of SLS products at liquor stores in Monroe County Area Successfully build and maintain strong business relationships with staff and management at retail locations Strive for new business and suggest opportunities to local sales rep when appropriate Submit detailed and accurate reports for sampled/sold product Inside Sales Representative Rochester, NY December 2018 to January 2019 Surpassed the minimum of 45 actions per 8 hours by 150% Worked with management to build call script and sales goals Managed interactions with clients and prospects using Zoho CRM and Kixie call system Developed relationships at key accounts to identify opportunities and ensure customer satisfaction Researched client and target audience to learn how to improve sales pitch Conducted B2B sales calls Event Manager and Project Coordinator Black Button Distillery - Rochester, NY October 2017 to May 2018 Brand Ambassador - Sales Tracked sales and ROI at

events/trade shows   Promoted products at liquor stores around Monroe County Area   Created a system for event pack outs and logs   Designed an in-depth knowledge worksheet of company and industry for training use   Managed new selling sites and trained employees on sales techniques and product knowledge   Developed a procedure on how to train new employees working in the field   Pushed for new accounts and products to strengthen the brand Field Organizer James Sheppard and Maritza Buitrago Campaigns - Rochester, NY September 2015 to September 2017   Worked 80-90 hours a week   Averaged 700 calls a week and 600 personal door knocks canvassing   Recruited and managed interns and volunteers   Assisted assembling 503 packets, designing maps, and collation of "Get out the Vote" materials   Researched past policies, economic/political state of Rochester and, Mayor's record   Created and maintained Google Calendar of events   Participated in updating petition signature database to remove a candidate from the race   Organized donations and Filed Schedule A (Individual) donations in NYS BOE filing system Education Bachelor of Arts in Social Science in Social Science Nazareth College - Pittsford, NY May 2016 Skills EXCEED, PROBLEM SOLVING

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