

IT Project Manager IT Project Manager Arlington, TX Work Experience IT Project Manager Fidelity Investments January 2016 to Present Responsibilities -Teach and guide teams in how to use the agile process in both Scrum and Kanban -Develop Analytics to guide high level data driven decisions -Lead a team in remediation of an end of life product from 20% to 90% complete in 6 months -Monitor and report stability within our infrastructure to help be more proactive and responsive to issues within our teams. -Initiate a new program focus on finances within our specific business unit -Participate in a selected group to plan for the future of our organization.

Accomplishments -Helped onboard 9 different teams to use Agile Methodology - remediation of an end of life product from 20% to 90% complete in 6 months -Known subject matter expert in Agile Methodology and Jira. Skills Used Tableau, Databases, Python, Project Management, Agile

Methodology, Jira Associate IT Project Manager Fidelity Investments August 2013 to January 2016 Responsibilities -Teach and guide teams in how to use the agile process in both Scrum and Kanban -Develop Analytics to guide high level data driven decisions -Lead a team in remediation of an end of life product from 20% to 90% complete in 6 months -Monitor and report stability within our infrastructure to help be more proactive and responsive to issues within our teams. -Initiate a new program focus on finances within our specific business unit -Participate in a selected group to plan for the future of our organization. Accomplishments -Helped onboard 9 different teams to

use Agile Methodology - remediation of an end of life product from 20% to 90% complete in 6 months -Known subject matter expert in Agile Methodology and Jira. Skills Used Tableau,

Databases, Python, Project Management, Agile Methodology, Jira Cloud Developer/Product Manager Intern Fidelity Investments May 2013 to July 2014 Responsibilities Lead a team of twelve developers through an Agile/Kanban backlog grooming Construct videos and best practice documents to increase adoption and usability of the Cloud Produce analytics and surveys to determine funding, active user, and Virtual Machines in Cloud Responsible for developing an internal cloud environment on a global team of 20 Derive requirements from customers using an Agile methodology approach Develop web based code and improve total test coverage to from 60% to 85%. Accomplishments Assist with leading a team in a scrum master role. Skills Used

Databases, HTML, CSS, JavaScript, JQuery, Cloud Computing, Visualization, Linux, Windows, Ruby on Rails, Python, Subversion, Jira, Camtasia, Bootstrap Framework Software Engineering Intern Elbit Systems of America September 2012 to May 2013 Responsibilities Modify, maintain, edit, and create a web based tool to keep track of information of company projects. Test the web based tool using regression testing, unit testing, and test cases according to the companies test plan Working on a project under two week sprints, review with client about the project, and update the backlog with new goals for next sprint. Learn Elbit Systems of America s Software Development Process and life cycle. Accomplishments Create a program to help with contract billing Skills Used Javascript, HTML, PHP, CSS, JQuery, Linux, Git, Agile Administrative Assistant/Receptionist US Pan Asian American Chamber of Commerce (USPAACC-SW) - Arlington, TX June 2011 to December 2012 Responsibilities Project Manager for our Annual Asian Business EXPO that has 700 people and 60 companies participating and our Chinese New Year s Event. Accountant for events by sending invoices, receipts, and maintain a budget. Marketing for our Annual Asian Business EXPO by implementing incentive registration forms, promoting the event with flyers, and identifying targeted companies for supplier diversity. Accomplishments Successfully ran a 700 people event with 60 companies in it. Skills Used Project Management, Marketing, Microsoft Office, Finance Education Bachelors of science in Software Engineering University of Texas at Arlington - Arlington, TX 2010 to 2014 Skills Tableau (1 year), Python (2 years), Databases (3 years), Java (2 years), Project Management (3 years), Agile (3 years), Javascript (2 years), PHP (2 years), JQuery (1 year), CSS (2 years), Bootstrap (1 year), Ruby on Rails (1 year), JIRA (2 years), Wordpress (1 year), Cloud Computing (1 year), C (2 years) Links <https://www.linkedin.com/in/jayotterbine> Certifications/Licenses ITIL Foundation Certificate in IT Service Management August 2014 to Present Certified ScrumMaster (CSM) November 2014 to February 2017 Certified Scrum Product Owner (CSPO) February 2015 to February 2017 Certified Scrum Professional September 2015 to September 2017 Scaled Agile Framework Agilist (SA) Certification December 2015 to December 2016 Groups Scrum Alliance November 2014 to Present Alpha Tau Omega January 2012 to Present

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