

IT Project Manager/ Project Coordinator IT Project Manager/Project Coordinator IT Project Manager/  
Project Coordinator Pleasanton, CA Project Manager/Agile Professional experienced in Business  
Analysis eliciting, analyzing & documenting requirements. Strong Interpersonal Communication  
skills with demonstrated experience communicating effectively with cross-functional executives,  
customers & team members to plan, prioritize & account for project inception to implementation.  
Authorized to work in the US for any employer Work Experience IT Project Manager/ Project  
Coordinator GoPro Inc - San Mateo, CA May 2016 to March 2017 Gathered & documented  
requirements from cross-functional teams to create project plans/schedules Introduced & coached  
Agile methodologies using Sprints & Daily Stand-ups for Information Security project to meet target  
release date PMO Liaison for Information Security organization; helped define roadmap &  
implemented resource management practice using Kanban Collaborated in the design of IT's  
Project Portfolio Management identifying key performance indicators & strategic business  
requirements for projects Performed bi-weekly portfolio review meetings with senior management  
& documented executive-level summaries for executive-level stakeholders Introduced  
standardization of templates to formalize PMO strategy & to provide project management support for  
IT groups IT Project Coordinator Shaklee Corp - Pleasanton, CA June 2014 to April 2016  
Collaborated with Product Owners & documented business requirements for e-commerce platform  
Created user stories & test plans for IT projects utilizing Confluence & JIRA Provided vendor  
management support & facilitated vendor contract approvals through Finance & Legal Tracked &  
created monthly accrual reports for Finance Managed multi-dimensional complex calendar events,  
communicated cross-functionally to ensure efficient business flow for CIO & Leadership Recruiting  
Coordinator The Clorox Company - Pleasanton, CA March 2011 to February 2012 Created  
complex interview schedules & coordinated travel itineraries Facilitated new employee orientations  
& processed onboarding documents Designed & created Recruiting document repository utilizing  
MS SharePoint Education Certificate in Project Management UC Berkeley Extension, Haas School  
of Business 2017 Bachelor's in Liberal Studies Humphreys College 2012 Skills VENDOR  
MANAGEMENT (1 year), PMO (Less than 1 year), PORTFOLIO MANAGEMENT (Less than 1

year), BUSINESS PROCESS IMPROVEMENT (Less than 1 year), CUSTOMER SERVICE (Less than 1 year) Additional Information EXPERTISE Agile Methodologies PMBOK Methodology Requirements Analysis/Data Analysis Scrum Master Team Leader & Mentor Backlog Grooming & Prioritizing Release Planning Sprint Retrospectives Project Portfolio Management PMO Structuring & Development Business Process Improvement Problem Solver Vendor Management Organized & Detail-Orientated Customer Service Driven Business & Technical Acumen TECHNICAL Microsoft Office 365 Microsoft Project Microsoft Visio Smartsheet Confluence/JIRA

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