

IT Project Manager IT Project Manager IT Project Manager Gibsonia, PA Experienced professional seeking to continue career within project management or business analytics. Skilled in and Project Management, JIRA, Acuity Scheduling, Salesforce, Social Networking, Marketing, Management, Microsoft, Excel, and PowerPoint. Work Experience IT Project Manager Industry Weapon September 2018 to March 2019 Managed full lifecycle of projects and new products working directly with account manager, sales engineers, designers, software engineers, QA testers, and customers. Provided regular project status, milestones, and risks to all customers and internal departments. Served as the primary point of contact for customer communications during project execution. Managed and updated weekly project resource schedule including engineering resources. Ensured products were built to scope and were fully tested by the QA department prior to delivery. Trained customers and internal departments on new products and releases. HR Project Coordinator Compass Business Solutions - Cranberry, PA January 2018 to June 2018 Produced reports, presentations, communication, spreadsheets, and charts for tracking purposes Scheduled meetings and prepared all necessary materials for meetings in advance Attended all external client meetings while taking detailed notes and promptly providing a follow-up Generated proposals submission to clients Recruiter eNGINE, LLC - Pittsburgh, PA October 2017 to January 2018 Contract position as a corporate recruiter for Giant Eagle IT Account Manager Insight Global - Pittsburgh, PA October 2016 to October 2017 Maintained relationships with 20+ clients a week to collect requirements Managed the full life cycle of multiple different staff augmentation projects for different clients Responsible for the weekly, quarterly, and yearly goals pertaining to the new business development, revenue, profit and customer/market share. Managed a team of four recruiters by having weekly report meetings and daily follow-up Technical Recruiter May 2016 to October 2016 Made 50+ calls a day sourcing and screening candidates that were a fit for open positions Maintain relationships with candidates during the interview process and while on contract Managed paperwork, billing, background checks, and drug tests for all hires Education Bachelor of Arts in Communication Studies Duquesne University - Pittsburgh, PA May 2016

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