

IT Project Manager IT Project Manager IT Project Manager - PNC Pittsburgh, PA Work Experience

IT Project Manager PNC - Pittsburgh, PA March 2018 to Present Promoted to Project Manager to plan, schedule and execute all stages of Agile and Waterfall software projects effectively through rapidly evolving business environments. Excels in guiding the work of teams across various technical, financial, and business disciplines to meet deadlines, standards and cost targets.

Develops and manages project plans, including project scope, development/delivery schedule, resource requirements, integration efforts and budgets ensuring successful product implementation.

IT Project Administrator PNC - Pittsburgh, PA April 2017 to March 2018 Assisted Project Managers with administrative tasks in CA PPM, including managing risks and issues, fixing data integrity errors, conducting timesheet reviews, and drafting status reports. Drafted project documentation to ensure projects remain in compliance with audit standards and Agile and Waterfall Methodologies.

Aided in scheduling, leading, and documenting team meetings. Admissions Representative South University - Pittsburgh, PA April 2016 to April 2017 Recruited prospective students through a series of phone interviews. Sourced relevant university and program information to ensure that there was a quality match between the prospective student and their program of interest. Served as the primary contact for prospective students throughout their enrollment process, while simultaneously supporting current students to ensure student success throughout their selected program.

Multimedia Account Executive The Sentinel - Harrisburg, PA June 2015 to January 2016 Acquired and maintained accounts within a designated sales territory by creating multi-platform advertising opportunities and brand campaigns utilizing both print and digital products Assisted small businesses with their unique advertising challenges through creation of innovative advertising plans.

Education Bachelor of Science in Communications in Communications Indiana University of Pennsylvania - Indiana, PA 2010 to 2014 Skills Scrum, CSM, Agile Scrum Certifications/Licenses Certified ScrumMaster (CSM) Present Groups PNC Women Connect Employee Business Resource Group March 2018 to Present PNC iGEN Employee Business Resource Group March 2018 to Present

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