

Project Manager Project Manager Project Manager - HB Retrofit Atlanta, GA Experienced Project Manager and IT Professional, Specializing in IT procurement, Hardware/Software Support, IT Information Security, and Systems Deployment and Integration. An intuitive and perceptive leader with a proven track record of success, as an SME, and completing challenging projects. CAREER HIGHLIGHTS Project Management: Project Management Life Cycle knowledge; experience setting project budgets, forecasting, and completing projects on time and within budget Negotiating Carrier/Vendor Contracts Communicating with High-Profile Clientele, providing updates, through all phases of the project Mastery Level Knowledge of Microsoft Project Managment Tools IT Management: Mastery level usage of remote collaboration tools (WebEx, Skype for Business, SharePoint) Effective communication of complex technical concepts and ideas using non-technical terms SharePoint Administrator Work Experience Project Manager HB Retrofit - Kennesaw, GA March 2016 to Present HB Retrofit is a commercial LED lighting and electrical company Manage various installation projects from start to finish; responsible for project planning, setting project budgets, building teams, and completing project deadlines, while receiving positive reviews from clientele such as Stein Mart, CDC, FedEx, Sylvania, and Wesco Communicate with clients to ensure satisfaction with the products and services, for multiple contracts; ensure the timely and successful delivery of our solutions according to customer needs and objectives A proven successful track-record using knowledge and experience to educate clients concerning projects, updates, forecasting and various other project deliverables Exchanged technical information, with SME's within the company, coordinate and advise on work efforts, and resolve problems; create manuals and provided additional training materials for employees to improve efficiency Operate IT/Security systems, the implementation and evaluation of security programs; maintain profiles using Active Directory Provide trouble-shooting services to users i.e. hardware, software (Office 365, Anti-Virus, etc.) outages, upgrading systems IT Program Specialist Department of Education HQ - Washington, DC August 2014 to April 2016 IT Point of Contact for HR Division; analyzed IT needs, provided IT best practice documents and guidance for various issues i.e. end user email resources, along with providing additional Hardware/Software support for the team Stream lined

communications and decreased the time taken to complete various functions within the organization by migrating those functions to a digital format; communicated complex technical requirements to non-technical personnel. Created and managed a SharePoint based Database, which, for the first time, gave leadership real-time updates on the work completed by the team. As an administrator, using SharePoint, managed permissions within the platform. Configured end user workstations, smartphones, and tablet type devices for email processing, ensuring smartphones were in proper working order. Managed the department's Remote Collaboration tools (WebEx, Business Skype, etc.) Troubleshooted these tools, created internal walk-through best practice documents and manuals. Provided briefings to leadership, compiling information from data queries, and creating reports that accurately demonstrated the progress of the team; created timelines detailing all tasks, start dates, due dates/actions and updates. Worked closely with the lead Security Analyst and managed privilege controls for members of the Office of Management, coordinated and fulfilled IT requests; enabled the OM, to maintain workload. Communicated both internally and externally with other Government agencies. Served as a liaison to Department of Labor; which required querying and analyzing data from various systems with a quick turnaround.

Education B.S. Bowling Green State University - Bowling Green, OH August 2012

Skills Security, Active directory, Cyber security, Firewall, Property management

Assessments Project Management Skills: Time Management Highly Proficient August 2019 Prioritizing and allocating time to effectively achieve project deliverables. Full results: https://share.indeedassessments.com/share_assignment/fkidwb8-esoq5re

Project Management Skills: Budgeting Highly Proficient August 2019 Measures a candidate's ability to manage project budgets by appropriately allocating and monitoring financial resources. Full results: https://share.indeedassessments.com/share_assignment/s16szmtm8eu8yibr

Organizational Skills Highly Proficient August 2019 Arranging and managing information or materials using a set of rules. Full results: https://share.indeedassessments.com/share_assignment/4at0fxspcnpq8h4g

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Name: Darlene Brown

Email: victor84@example.org

Phone: 001-591-888-8661