

Project Manager Project Manager Cincinnati, OH Work Experience Project Manager Rippe & Kingston - Cincinnati, OH October 2017 to Present Lead implementation process for law firms from their current accounting software to our cloud-based software. Manage project from beginning planning phase, through implementation phase, through final phase of client feeling competent to manage system independently Track project progress to ensure timely completion within the client budget Travel to client offices to represent company as a liaison through entire conversion process

System training for groups of 5 to 60 people Personally managed software conversions of 7 law firms of up to 125 lawyers Manage databases and build SQL reports from database tables in order to provide client with specific reporting needs Facilitate efforts and communications between clients, programmers, technical staff, and vendors IT Department Quality Assurance Analyst United States Liability Insurance - Wayne, PA January 2012 to March 2016 Reviewed and created extensive test plans using Excel for assigned system change requests Executed test cases and validated expected results Reported defects and worked with system developers to resolve issues

Independently managed assigned tasks to meet or exceed targeted implementation dates Awarded the Super Star Intern award in December of 2013 for having the work ethic and responsibilities of a full-time employee Education Bachelor's in Accounting and Finance West Chester University of Pennsylvania - West Chester, PA August 2012 to May 2017 Skills Proficient in Microsoft Office, Mature, efficient problem solver, Exceptional Team Player, Effective decision maker in a fast paced work environment, Strong communications skills, budget, Word, Outlook, Customer Service

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