

IT Project Manager IT Project Manager A self-starter and quick learner. Experience in internal and client facing communications. Strong interpersonal skills. Ready for a challenging position working through the obstacles of development. Chicago, IL Over the last four years I have become fascinated with the life cycle of development items and products. Having been in marketing, production and information technology departments I have honed my communication skills to work efficiently in all stages of development.

Work Experience IT Project Manager Veritas Document Solutions - Buffalo Grove, IL June 2011 to Present Guide development items from gathering requirements, development, testing and the final release. Worked with financial and insurance industries to delivery technology solutions with extremely complex business logic. Coordinate with clients that constantly change scope of projects with immovable due dates. Manage projects in variable print templates, web development, software development, fulfillment, marketing, and email campaigns. Lead up to 60 employees to deliver quarterly, variable marketing campaign mailings to 45,000 recipients. Redesigned quarterly mailing workflow resulting in 33% less resources and shortened delivery time. Collaborate with teams in fulfillment, development, hardware, marketing, and quality assurance to deliver projects that perfectly meet client needs. Proactively identify risks with clients that have complicated inter-dependencies between tasks and deliverables.

Marketing and Communications Intern English Retreads - Boulder, CO June 2009 to June 2010 Managed all marketing efforts for a small start up company in Boulder, CO that produced eco-friendly handbags and accessories. Wrote press releases, quarterly newsletters and weekly blogs that provided company updates to direct consumers and wholesalers Worked with website developer on new layouts and features assisted in user acceptance testing for new items on the site Launched new products organized focus groups, worked directly with wholesalers to implement products Coordinated vendor giveaways established guidelines, answered questions and selected products Served as the media contact provided information on company eco-friendly handbags and accessories

Education Bachelors in Business Administration University of Colorado at Boulder - Leeds School of Business - Boulder, CO May 2011 Skills Customer Service, Account Management, Marketing, Leadership, Strong Communicator.

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