

IT Project Manager IT Project Manager IT Project Manager - Republic National Distributing Company Atlanta, GA Work Experience IT Project Manager Republic National Distributing Company - Atlanta, GA October 2017 to Present Coordinating and delivering 10 monthly cross-functional team meetings, presentations to 10-20 employees from several department, including executives and upper-level management ? Analyzing complex daily tasks, emails, project calls, and deadlines through various management workflow software in order to maximize overall efficiency and performance for approximately 7 supervisors ? Conducting various software trainings of multiple systems for all employees by facilitating online walkthroughs ? Examining data weekly to evaluate and articulate strengths and opportunities for improvement to other supervisorial and executive staff.

IT Project Manager InterContinental Hotels Group - Atlanta, GA October 2016 to October 2017 Promoted from IT Project Coordinator to Project Manager ? Accountable for New Hire Onboarding, preparation and documentation ? Coordinated group interviews to assist the organization with selecting qualified candidates for open positions ? Responsible for leading project team meetings with key stakeholders to ensure successful project workflows ? In charge of tracking timesheet reporting, resource allocations, and task assignments for a team of 30 in Clarity (SaaS) Project Management Coordinator Starwood Hotels & Resorts, Worldwide, Inc - Atlanta, GA June 2015 to July 2016 Provided recommendations to department managers on how to improve candidate workflows and HR training schedules Trained new Coordinators on SaaS and performed the set-up of learning modules in Learning and Development Systems Certification/Recruiting Coordinator American Hotel & Lodging Educational Institute - Orlando, FL December 2012 to June 2015 Interfaced with clients and partners to understand training and development needs for their organization ? Performed upselling techniques for candidates to pursue additional learning and training opportunities ? Certified over 2,000 line level and upper management staff in hospitality certifications ? Sourced, evaluated, and assessed more than 200 applications on a weekly basis to determine candidates qualifications for certification programs ? Validated candidates references and work history to determine accuracy ? Overseen 40 contracts in a given to train, develop, and certify hospitality professionals Education BS in Hospitality and Tourism Management University of

Central Florida Orlando - Orlando, FL May 2014 AS in Hospitality Administration/Management

Valencia Community College - Orlando, FL May 2012

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