

IT Project Manager IT Project Manager IT Project Manager - Wells Fargo Saint Paul, MN Work Experience IT Project Manager Wells Fargo - Minneapolis, MN November 2014 to Present Utilizing technology project management methodology to lead high risk technology projects through all phases Planning and executing on multi-million dollar infrastructure standups with impacts to multiple technology teams Leading recurring project status meetings and communicating program and project status with project leadership, including program sponsor and CTO Training and providing other guidance to other project managers Leading daily sessions with core team members to review current project issues and escalate when necessary Managing project budgets from \$500k to \$12 million Leading project team through stages of planning, development, testing, and implementation at times utilizing key tenants of Scrum/Agile methodology Creating and helping to create various project documentation, including requirements, design, governance, and task tracking documents Creating and managing custom Excel spreadsheets used to present project status to project leadership and upper management Managing issue tracking software, JIRA, and a custom spreadsheet to track code defects Creating, maintaining, and tracking project approval for project documents, such as project plans, requirements and design documents, risk and issue logs, and change requests Identifying project risks and issues and working with necessary team members to resolve or escalate each issue Managing multiple SharePoint and systems of record at the project and program level Maintaining multiple project SharePoint sites as the Site Owner Serving as the primary point of contact for project information and updates Completing continued learning in project management, including becoming a certified ScrumMaster

Leading project team discussions in weekly status meetings and topic meetings Creating agendas and minutes for multiple meetings per day Education Certificate State and Local Government May 2014 Public Administration and Political Communication University of Northern Iowa - Cedar Falls, IA Additional Information Competencies Experienced with Clarity, infrastructure tracking software, JIRA, CDTs, SharePoint, and other custom internal applications Skilled with Microsoft Excel, Project, Word, Outlook, and PowerPoint

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