IT Project Manager IT Project Manager IT Project Manager Lawrenceville, GA Authorized to work in the US for any employer Work Experience IT Project Manager Golden Spread Electric Co-Op - Amarillo, TX February 2015 to July 2015 Collected and analyzed business requirements to effectively lead a team of SharePoint Developers, Business Analysts, and Network Administrators for a collaborative effort for a multi-step software implementation for end user Trained IT employees at all levels while creating specialized communications and manuals designated for end user in PowerPoint and Excel Defines business services and workflows, using a standardized modeling approach (BPMN) for change management while suggesting areas for improvement that met the needs of the Project Portfolio IT Project Administrator CHEP - Atlanta, GA May 2014 to December 2014 Managed project portfolio by giving updates on scope, schedule, budget on a weekly basis to maximize efforts on projects Worked with leadership to create metrics leveraging the Office 365 Power BI Suite with a SharePoint presentation layer through high level automated Excel Reporting Collaborated with the IT Process and Change Management Team using audit remediation tasks in the areas of instituting a benefits realization process for project and portfolio management tool improvements Analyzed reports and proposed effective changes that improved processes and increased efficiency Project Analyst RA Cosmetics - Atlanta, GA December 2011 to May 2014 Studied business functions through gathering documents and research to understand benefits of projects in portfolio Built advanced Micros javascript:void(0); oft Excel models which focused on simulation, optimization, time series and causal forecasting and decision analysis that improved the market share of the business Education Bachelors of Business Administration in Computer Information Systems GEORGIA STATE UNIVERSITY, J Mack Robinson College of Business - Atlanta, GA Skills SQL (1 year), MS Project (5 years), Database Management (2 years), Analyst (5 years) Additional Information TECHNICAL SKILLS Languages- JAVA, HTML, CSS, JavaScript Software-Advanced in Powerpoint, Advanced in Excel, MS Project, Visio, SharePoint Designer, Eclipse, Bizagi Operating Systems- Microsoft XP, MAC OSX Database Management Systems - Microsoft SQL Server and Management Studio

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