Associate Project Manager Associate Project Manager Township of Warren, NJ Work Experience Associate Project Manager Somerset, NJ July 2018 to Present - Traffics projects through internal teams for review and approval. - Manages projects that include website development, website and graphic design, SEO, content development, etc. - Responsible for supporting other project managers. - Maintains a log of open tasks and bugs using Zoho Project. - Creates daily and weekly updates of status reports. - Assists developers with front end quality assurance. - Communicates with clients on the status of projects. - Assists developers and copywriters with content and development changes based on client feedback. Office Assistant Edward Leske Company - Union, NJ January 2015 to May 2018 Performed general office work using Microsoft Excel and various other software specific to the company. IT Application Services Intern Johnson & Johnson - Raritan, NJ June 2017 to August 2017 - Consolidated and edited Application Services Q2 goals & objectives status for senior management reporting. - Was selected to participate in the Skype for Business phone pilot experiment. - Negotiated and partnered with various members of the Application Services Leadership Team to organize monthly and weekly Leadership Team meetings. - Worked with Application Services Chief Applications Officer to get approval on Leadership Team meeting topic priorities and agendas. - Partnered with a team of members from AS and GTS to plan and organize collaborative ITAS and ITGTS Summer Picnic event. IT Intern Janssen Pharmaceuticals - Titusville, NJ June 2016 to August 2016 Built and designed multiple SharePoint sites for a variety of internal teams using SharePoint 2013 and SharePoint Designer. - Managed and coordinated iPad inventory and deployed iPads to the sales representatives in the field. - Managed Janssen Mobility - cellular Verizon and AT&T accounts. - Added user stories to backlog in Jira for updates on Janssengrasp.com. Education Bachelor of Business Administration in Management Information Systems Loyola University Maryland - Baltimore, MD 2014 to 2018 Skills Ms project, Sharepoint, Sas, Css, Jira Additional Information SKILLS Technical Skills: MS Office Suite, MS Project, SharePoint, SharePoint Designer, Adobe Creative Suite, Jira, SAS Enterprise Miner, SAP, Google Analytics, Zoho Projects, WordPress, DNN, Joomla. Languages: Proficient in HTML, CSS. Experience with JavaScript, SQL, Python.

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