

IT Project Coordinator IT Project Coordinator IT Project Coordinator - Ally Bank Charlotte, NC IT Professional with the ability to work creatively and analytically in a problem-solving environment. Confident, hard-working individual with a strong professional demeanor and proven skills to build relationships. Experienced in Agile/Waterfall methodologies, design and management. Work Experience IT Project Coordinator Ally Bank - Charlotte, NC July 2017 to Present Developed, forecasted, and maintained project schedule, project budget and project scope within the Sustain, Contact Center and Architecture groups. Responsible for analyzing and documenting business needs and translating them into functional and technical specifications. Managed and monitored the budget, forecasting and financial analysis for projects and Sustain team. Participated in Portfolio Planning and execution of loading the plan into Cognos and Hyperion. Assessed interdepartmental communication and logistics, determined ways to optimize performance and workflow then acted as a liaison to facilitate communication and streamline product development. Prepared strategic trend reports to measure KPI's and increased leadership focus on these metrics. Drove efficiencies within the current reporting structure, which included automation using SQL and SSIS. Continually explored opportunities to improve processes in the ongoing development of analytical tools and models, ad-hoc reports, dashboards and analysis. Talent Acquisition Specialist Ally Bank - Charlotte, NC July 2016 to July 2017 Delivered recruitment solutions for hundreds of vacancies across all organizational levels and an array of job functions for companies including technology, finance and wealth management. Developed a new recruiting framework for our newly acquired wealth management division, Ally Invest. Coordinated requirement gathering sessions with hiring managers to clearly define needs. Created job descriptions and posted on the applicant tracking system (ATS), Indeed, LinkedIn, and other posting tools. Assisted with defining scope and timelines for diverse recruiting events. Supported the broader Talent Acquisition team with current requirements, and reduced time to fill on positions. Provided weekly reports to executive leadership on current projects, positions and work in progress. Ensured positive candidate experience throughout the sourcing and interview stages. Account Manager Diversant, LLC - Charlotte, NC September 2015 to May 2016 Managed a portfolio of premier accounts in the

Financial and Healthcare Industry. Analyzed and understood client's business requirements to find the best talent for their team through requirement gathering and intake sessions. Led a team of 20+ recruiters responsible for finding niche candidates for elite technical positions. Built my technical knowledge of a continuously changing, and fast paced industry through meet-ups and networking events. Top producing Account Manager with respect to sales growth, new account development and revenue since being promoted to the position. Prepared proposals, negotiated terms, closed deals and headed account implementation. Demonstrated a commitment to customer service, adding new customers while maintaining premium service levels with existing accounts. Technical Recruiter Diversant, LLC - Charlotte, NC January 2015 to September 2015

Technical Recruiter in the top 10% of company. Partnered with internal Account Managers to place high end technical professionals. Performed full-cycle recruiting: checked references, interviewed, offered, negotiated and closed candidates for positions. Executed comprehensive search strategies to recruit niche candidates including Architects/Developers, Network/Security Engineers, Web Developers, Program/Product/ Project Managers, Database Architects/Developers/Administrators and Quality Assurance Testers/Analysts. Extended responsibility of mentoring new recruiters by providing daily support and instruction. Education Bachelor of Arts in Communications University of North Carolina Wilmington - Wilmington, NC Skills Ariba (Less than 1 year), Databases (Less than 1 year), Excel (Less than 1 year), Flow Charts (Less than 1 year), SQL (1 year), PM, Scrum Master, SDLC, Waterfall, Project Management, Information Technology, CSM Links <https://www.linkedin.com/in/margaretafasso> Certifications/Licenses CSM August 2018 to Present Additional Information TECHNICAL SKILLS: Methodologies Agile, Waterfall, SDLC, Scrum Business Modeling Tools Microsoft Visio: Activity Diagrams and Flow Charts MS Office Project, Access, Word, Excel, PowerPoint, SharePoint Other Tools Version One, Rally, Jira, Clairty, Ariba Databases MS SQL

Name: Jacob Fernandez

Email: michaeledwards@example.com

Phone: 736-906-7695x4155