

IT Project manager IT Project manager IT Project manager - Interpublic Group US New York, NY IT Project Manager with total 5 years of project management experience. Excellent communication, problem solving, organization and co-ordination skills, self-starter, and quick learner. Working with both Waterfall and Agile (Scrum) methodologies. Work Experience IT Project manager Interpublic Group US - New York, NY January 2016 to Present Achievement/Tasks: Successfully delivering projects within the timeline, scope and budget. Facilitating standard Waterfall project management activities (planning resources, scope, and timeline; identify risks/issues and creating mitigation plans; conducting status meetings; preparing progress reporting; following up on project activities; conducting lessons learned meetings and etc.). Working with stakeholders and managing their expectations. Implemented new process of tracking critical items, which helped to decrease project risks by 25%. Developed new reporting templates. Managing several project using combination of Waterfall and Scrum methodologies. Managing off-site and on-site project teams including 3-5 BA, 6-7 Functional Managers, 5-6 Developers, 2 QA, and 1-2 Client Services Managers. Environments: MS Office, Microsoft SharePoint, MS Project, JIRA, Slack, SAP. Junior IT Project Manager KPMG US - New York, NY June 2015 to November 2015 Achievement/Tasks: Managing several web, iOS and infrastructure projects. Leading Scrum ceremonies (Sprint planning, conducting daily scrum calls, Sprint Retrospective, creating Kanban board and managing it, writing user stories.) Working closely with Product Owner and preparing status reports. Preparing Statements of work (SOW). Managing offshore and on-team project team including 2 UI Designers, 9 developers and 6 QA. Environments: MS Office, JIRA, MS Project, Confluence. IT Project Coordinator Gazprom Neft, Russia, St - Petersburg, RU August 2013 to January 2015 Part of Gazprom, the world's largest natural gas company. Achievement/Tasks: Managed several multiphase projects multiphase using Waterfall methodology. Working with project team to identify stakeholders, risks, project assumptions and constraints. Managing project plans and following up on project tasks and activities. Creating project documents such as Project Charter, Risk Register, Status reports. Managing on-site team including 7 BA, 9 functional managers, 4 developers, 2 QA. Environments: MS Office, MS Project, Visio, Microsoft SharePoint, SAP. Education Master's State

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