

IT Project Manager IT Project Manager Fresno, CA Work Experience IT Project Manager Powerfront

- Remote February 2015 to Present Full Scope Project Management of database and cloud systems integration.
- ? Advance usage of Excel.
- ? Training of Project Management staff.
- ? Executing PMA processes.
- ? Data Management.
- ? Metric Reporting.
- ? Maintained and reported on program plan milestones and maintained action/risk/issue log which included, change requests that required follow through to approval, denial or escalation.
- ? Generated monthly effort forecast reporting (MS Project and Excel)
- ? Generated and maintained complex project forecasting vs. actuals report in excel. It showed budget and effort forecasts. It required a complex refresh of data from extracts each week to update.
- ? Maintained SharePoint site with files, information, updates, reports, calendars and assigned access where required.
- ? Scheduled meetings and verified all open issues and risks were documented and followed proper PMO admin structure
- ? Worked with remote teams to communicate and collaborate team efforts

Marketing Project Manager Table Runner - Remote January 2013 to January 2015

- Execute campaigns by leading cross-departmental teams including web, e-mail, telemarketing, webinar, PR, events, etc
- Assist in the development of key metrics and performance indicators to measure overall financial performance and provide foundation for continuous improvement
- Generate insights and recommendations concerning: marketing, merchandising, customer relationship management, and webpage design
- Manage a sales channel and a promotion budget, monitor performance and make adjustments to meet goals
- Analyzes market data: Analyzes market trends and makes recommendations for the future
- Provided Project Management to teams for multiple, simultaneous projects
- ? Maintained calendars for project events
- ? Reported project status information to team outlining open actions
- ? Generated meeting minutes
- ? Generated team reports in Excel from data dumps (sql)
- ? Helped dispatch invoicing to clients
- ? Collected monthly expense report data and generated invoices for client

Education Bachelors Of Arts in Multimedia Communications Academy Of Art University - San Francisco, CA May 2009 to June 2012

Skills CSM, Information Technology, PM, Project Management, Waterfall, Itil, SDLC, Customer Service, Customer Relations, Customer Support, Call Center, Telecommunications, Organizational Skills, Executive Support, Asset Management, Change

Management, Data Entry, Administrative Skills, Billing, Quickbooks, Quality Assurance, Powerpoint, Policy Development, Scrum Master, Software Development, PMP, Administrative Assistant, Marketing, Human Resources, Marketing, Market Research, Data Analysis, Cross-Functional Team Leadership, Marketing Strategy, Administrative Assistant Additional Information SKILLS Leadership Team management Negotiation Personal organization Risk management Communication Scheduling Cost management Critical thinking Task management Quality Assurance PMA processes, tools and tasks Tableau Python Metrics Reporting Written Communication Software Smartsheet Microsoft Word Excel Powerpoint Workday Jira Trello Monday.com Basecamp Asana HP Project

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