MELISANDE GREER

Aspiring Product Manager

CONTACT

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Pittsburgh, PA 📍
LinkedIn in

EDUCATION

Bachelor of Science
Business Administration
Carnegie Mellon University
2021 - current
Pittsburgh, PA

SKILLS

Jira
Trello
Microsoft Excel
Aha!
Salesforce
Adobe XD

CAREER OBJECTIVE

Enthusiastic and driven business administration undergraduate with a flair for product innovation and a solid foundation in leadership, seeking a product manager internship at Proofpoint. Experienced in detailed product pitching and learning at a product innovation seminar ready me to offer fresh insights and absorb cutting-edge cybersecurity knowledge at your company.

WORK EXPERIENCE

Tutor

Bridges Online Tutoring

2023 - current / Pittsburgh, PA

- **Utilized Excel to track progress and tailor lesson plans for 71 students**, increasing student grades by 29% over a semester
- Shared teaching best practices resources with 16 fellow tutors on Jira
- Implemented workflow automation in Trello, reducing manual task management by 32 hours per month
- Used Salesforce for tracking and analyzing tutoring session feedback, informing adjustments that increased student grades by 12 points

PROJECTS

Product Pitch

Class Presenter

2023

- Prepared a detailed product pitch, using Microsoft Excel to analyze and present market data for a clearer understanding of product potential
- **Developed a product roadmap using Aha! to visually represent the product's seven development stages** and future enhancements
- Demonstrated the product using an interactive prototype created in Adobe XD, allowing the audience to experience six key features firsthand
- Summarized key points from the pitch and tracked action items in Jira

Product Innovation

Seminar Attendee

2022

- Explored ways to use Microsoft Excel for budgeting and forecasting
- Understood the benefits of integrating Salesforce for managing customer feedback and incorporating it into product design
- Noted best practices for engaging stakeholders throughout the product development cycle and understanding their impact on project outcomes
- **Identified eight trends in how Trello boards can help organize and prioritize new product features** and improvements