

# Alexis Hall

## Technical Project Manager

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## Professional Summary

Detail-oriented and resourceful Project Manager successful at directing change management and reviewing designs to meet client expectations. Monitors work quality, manages key milestones and delivers exemplary customer service by adhering to production schedule and budget, managing the production team, identifying problems and providing targeted solutions. Exhibits excellent technical skills in using project management methodologies, proficiencies in Word, Excel, and Outlook, and database tools to increase productivity, quality and throughput.

## Skills

### Technical

- HTML
- CSS
- Bootstrap
- Database management
- IT infrastructure

### Management Tools

- Jira
- Slack
- Trello

### Project Management

- Estimating and Budgeting
- Stakeholder management
- Project documentation
- Managing sponsor concerns
- Risk mitigation
- Software Development Lifecycle
- Change control processes
- Project planning and development
- Communication
- Agile and Predictive Methodologies
- Scrum workflow

## Experience

08/2020 - 10/2020

### Remote IT Project Manager Immersive

Thinkful Inc.

- Identified plans and resources required to meet project goals and objectives by setting realistic timelines and checkpoints.
- Developed and initiated projects, including managing costs, schedule, and performance.
- Communicated project plans and progress to key stakeholders, including project contributors, business, operational, and technical resources.

02/2020 - 08/2020

### Personal Shopper

H-E-B, Austin, TX

- Conferred with customers to understand needs and make targeted product recommendations.
- Collaborated with managers to provide customer feedback and recommend operational changes to meet emerging trends.

05/2019 - 08/2019

### Team Member

Chick-Fil-A Inc., Austin, TX

- Led outdoor drive through procedures
- Streamlined processes when opportunity for improvement was found.

12/2017 - 05/2018

### Cashier and Barista

Randall's Food Market, Austin, TX

- Managed a team of 3 baristas at the in-store Starbucks kiosk

## Education

10/2020: Technical Project Management, **Thinkful**, Professional development completed in Project Management

- Coursework in Software Development Life cycle methodologies such as Waterfall and Agile methodologies, Stakeholder Management and Project Organization.

2018 - 2020: Business Economics, **Texas A&M University**, College Station, TX, Coursework in Accounting, Budgeting & Economics

2014 - 2017: High School Diploma, **Bowie High School**, Austin, TX, Graduated early with 3.79 GPA