CAITLAN JEFFREY

PROJECT MANAGEMENT

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PROFESSIONAL PROFILE

Project Manager with experience managing, directing and designing the evolving project of a Precision Agriculture application.

EDUCATION

B.S. AGRICULTURAL EDUCATION
2ND Major: Animal Science
Oklahoma State University / 2008-2012

UC DAVIS CONTINUING EDUCATION
Subject: Website Full Stack Coding Bootcamp
University of California - Davis / 2019

SKILLS

- Agile Methodologies
- Technical Writing
- Scrum Processes
- iOS UI/UX Design
- Geographical Information Systems
- Precision Agriculture

CERTIFICATIONS

SST SOFTWARE GIS CERTIFICATION
SST Software / Stillwater, OK
Certified: 2014

OKLAHOMA TEACHER CERTIFICATION
State of Oklahoma Department of Education
Subject: Agricultural Education
Certified: 2012

WORK EXPERIENCE

BUSINESS ANALYST III (LEAD)
Proagrica / Stillwater, OK / 2018 - 2019

Collaborated with the Sirrus Product Team to ensure a successful and timely product/project release while considering the needs of all stakeholders. My responsibilities included, but were not limited to:

- Managed projects and products by providing guidance and oversight through multiple stages of development lifecycles.
- Demonstrated product abilities and features to internal personnel, stakeholders and clientele.
- Communicated with internal personnel involved with other projects and products on the topics including, but not limited to: ensuring proper identification and prioritization of features, planning for coordinated products releases and prioritization future development based on customer and stakeholder need.
- Proactively researched market-specific needs in areas of Agricultural/Agronomic technologies.
- Proactively researched emerging iOS, Android and Web UI/UX.
- Collaborated with UI/UX Design team on topics including, but not limited to: product design, internal and external product marketing, product release videos and social media marketing.
- Established business rules and requirements for new features and existing features under consideration.

BUSINESS ANALST
SST Software / Stillwater, OK / 2017 - 2018

Collaborated with the Software Product Team to insure a successful and timely project release. My responsibilities included:

- Assisted in the creation of the product release videos.
- Ensured Customer Service and Sales teams were briefed and gained a full understanding of the project prior to public release.
- Collaborated with the UI/UX Design team on new features.