

Chloe Girton

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Mansfield, Ohio

Technical Project Manager

[LinkedIn](#)

Summary

I am a technical project manager proficient in accurate project documentation, stakeholder management, and strong negotiation skills. I have 6 years experience as a Respiratory Therapist which allowed me to develop excellent critical thinking, analytical, and time management skills. I am an energetic team motivator with a strong interest in management tools such as Jira, Trello, and how Artificial Intelligence will affect the future of project management.

Skills

Organizational Tools: Jira, Trello, Slack, Agile methodologies, Predictive methodologies, Scrum workflow

Project Management: Project documentation, estimating and budgeting, managing sponsor concerns, project lifecycle, system development life cycle, HTML, CSS

Recent Projects

Fido's Friend Finder Mobile App Development | [FFF Project](#)

- Illustrative and interactively assembled app identifying pet friendly points of interest such as all terrain trails and businesses
- Collaborated with a team utilizing Jira, Slack, Google Docs and Google Sheets
- Researched end user requirements and incorporated findings into release plan

Stage Gate Presentation | [Slide Deck](#)

- Organized slideshow style presentation of project deliverables with stage gates for project
- Determined cycle to which deliverables belong and marked accordingly
- Noted when in the project lifecycle stage gates would happen

Experience

Sales Associate

Glass n More Store

Sandusky, Ohio

December 2020 – April 2021

- Sold high quality products while remaining compliant with all state and federal requirements
- Oversaw all daily store activities from customer interactions to bank deposits and daily financial/sales reports
- Redesigned displays in stores to boost product visibility resulting in higher sales
- Listened to customer requirements and provided appropriate product recommendations
- Achieved multiple highest sales awards - Highest Gift Card Sales, Highest Customer Sale Average, Highest Sales Total

Respiratory Care Practitioner, PICU

Nationwide Children's Hospital

Columbus, Ohio

September 2013 – February 2019

- Interpreted data to recommend best practice plans for patients
- Audited coworker documentation for compliance with hospital and special interest group regulations by doing chart audits and reports
- Coordinated schedules and effort to evenly distribute workloads

Education

CERTIFICATE, Technical Project Management
Thinkful

July 2021

AAS, Respiratory Therapy
North Central State College

June 2012