

Jessica Chang

Contact

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Skills & Certifications

Certified ScrumMaster
Agile methodology
Kanban boards
MS Office Suite

Languages

English - fluent
Mandarin - fluent
French - adequate

Education

May 2011–2015 **Bachelor** in Communications Rutgers University, New Brunswick
Specialization in Strategic Public Communication and Public Relations

Work & Leadership

Sept 2015–Present **Moody's Analytics** San Francisco, California
Project Coordinator

- Manage and guide multiple projects through their lifecycle
- Work closely with product managers to set milestones and plan release schedules
- Coordinate resources and mitigate potential dependencies
- Monitor project status and communicate transparent progress to senior management and various stakeholders
- Utilize Scrum/Agile methodologies and key project management skills
- Perform project analysis and assessment of results for continuous improvement
- Collaborate cross-functionally and globally to drive initiatives
- Establish and maintain working relationships with internal and external partners
- Co-coordinated 2016's Girls Who Code summer immersion program
- Plan impactful events and determine budget as an active member of the Women's Employee Resource Group's steering committee
- Aggregate and verify that all data, including resource, allocations, expenses and other project data, are accurate for reporting and budgeting purposes

Feb–May 2015 **HomeStyles** New Brunswick, New Jersey
Program Analyst

- Collaborated with a team to evaluate and redesign a health behavior change program
- Produced a Logic Model based on health behavior theories and presented it to the clients
- Conducted audience analysis
- Researched and analyzed data to drive decision making
- Determined possible methods of recruiting and retaining members
- Developed key messages and identified effective channels
- Built strategic communication objectives

Sept–Dec 2014 **NJPIRG, Public Interest Research Group** New Brunswick, New Jersey
Campaign Coordinator

- Led and coordinated the "Don't Frack the Delaware" campaign
- Gathered and delivered 1,124 petitions to Director Steve Tambini, 219 tweets to Senator Cory Brooker, and received 10 city council member endorsements
- Managed, recruited, and trained over 15 new volunteers and members
- Formulated strategic plans for campaign events and logistics
- Built relationships with local government and community
- Conducted team meetings and individual assessments
- Facilitated communication within the organization