
CAREER SUMMARY

Project Manager • Product Manager • Program Manager

- ***Influential and transformative project management professional*** with 9 years of experience influencing business results through meticulous project execution by serving as an indispensable partner to businesses and executive leaders.
- ***An enterprising leader who excels in delivering the right tools, resources and support*** – at the right time – with little to no direction. Able to anticipate business and customer needs and then respond in a decisive and impactful manner.
- ***A composed problem solver who juggles multiple assignments simultaneously*** and works with confidence and ease in even the most challenging, fast-paced environments.
- ***Present a skill set that combines project leadership with relationship management experience.*** Specifically interested in meshing these areas of expertise to deliver value as a project manager, product manager or program manager.

AREAS OF EXPERTISE

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|-----------------------------|--------------------------|-----------------------|
| ▪ Project Management | ▪ Team Leadership | ▪ Process Improvement |
| ▪ Stakeholder Communication | ▪ Risk Management | ▪ Product Roadmap |
| ▪ Business Development | ▪ Agile Framework | ▪ Market Research |
| ▪ Client Relations | ▪ Backlog Prioritization | ▪ Cost Controls |

PROFESSIONAL EXPERIENCE

Panjandrum.ai, Bellevue, WA

October 2020 – Present

3D animation and digital content company that utilizes AI software to transform the entertainment industry.

Project/ Product Manager

Recruited into a hybrid role that combines project management and product management techniques to guide projects from start to completion all while driving product vision, strategies and roadmaps. Delegate responsibility while motivating a team of 3D animators and other cross-functional representatives to deliver products that are aligned with the company's vision.

- ***Revolutionized day-today business efficiency for C-Level executives.*** Work diligently to ensure that processes are streamlined, and potential risk are anticipated in advance, ensuring that alternative solutions are recommended and that a business operational structure is developed.
- ***Spearheaded, planned and managed the company's integration onto Monday.com.*** Collaborated with key stakeholders to determine which task-tracking software fit the company's needs for managing internal and external relationships, team collaboration and simplify project workflows.

THINKFUL, Santa Clara, CA

July 2020 – October 2020

Online learning platform that specializes in building technical professionals with a rigorous immersion bootcamp.

IT Project Manager (Apprentice)

Collaborated with highly experienced technical project management professionals to resolve real world projects by utilizing waterfall and agile project management techniques. Developed, maintained and managed detailed project plans, action item registers, and major milestone timelines for all assigned projects.

- ***Hand-picked to serve as point of reference*** for the restructuring of the technical project management immersion bootcamp curriculum. Identified the need for a collaborative partnership with technical subject matter experts to aid participants in the creation of professional portfolio websites.
- ***Provided the highest level of support and motivation*** by performing various training activities for underperforming participants on budget analysis, new technical processes, JIRA and other task tracking software.

YEEZY, Cody, WY

January 2020 – June 2020

4000+ acre Psalm Cody ranch owned by rapper, songwriter, designer Kanye West.

Project Manager

Supported this celebrity owned ranch by managing small to midsize renovations and construction projects independently ensuring they were on time and on budget while consistently exceeding client expectations.

- ***Spearheaded the renovation and design of a functioning school*** by effectively utilizing project scheduling and control tools to monitor project plans, access project status, allocate resources and anticipate potential project challenges.
- ***Built processes and structure around the company's finances and budget*** with the implementation of an invoice and payment processing systems to monitor and maintain project budget and successful payment to vendors and subcontractors.

AT&T, Atlanta, GA

May 2018 – December 2019

Telecommunications company that specializes in wireless and entertainment services and enterprise applications.

Account Executive

Delivered a diverse range of administrative and operational support on behalf of this leading telecommunications company to enterprise level companies and government accounts. Demonstrate daily innate problem-solving capabilities by analyzing and adjusting workflow procedures to maximize efficiency and maintain retention of business clientele.

- ***Selected by the Director of Sales to launch the company's 5G network in the Metro Atlanta area*** and appointed subject matter expert. Collaborated with cross-functional teams to construct the official companywide 5G training.
- ***Negotiated and acquired contracts with first responder government officials***, which lead to the company's only profitable department for 2018 fourth quarter.

AT&T, Memphis, TN

August 2016 – May 2018

Telecommunications company that specializes in wireless and entertainment services and enterprise applications.

Assistant Manager

Initially hired as a retail sales consultant then promoted to a manager in training position. Directly responsible for motivating, mentoring and coaching staff to exceed sales goals and other performance related criteria.

- ***Accelerated employee entertainment and mobility sales by 35%*** with the implementation of an incentive program that motivated employees to capitalize on non-sales customer service interactions, resulting in an increase in per representative target sales month over month.

EDUCATION

Bachelor of Science, Psychology

Capella University, Minneapolis, MN

Degree in progress; anticipated completion Winter 2023

CERTIFICATIONS

Certified Scrum Master – Scrum Alliance

2020 – 2022

Certified Scrum Product Owner – Scrum Alliance

2020 – 2022