



# Jacky Smith

Project Manager

📍 ORLANDO, FL, 32804, UNITED STATES

## Details

143 Main Ave, Orlando,  
FL, 32804, United  
States  
890-555-0401  
[email@example.com](mailto:email@example.com)

DATE / PLACE OF BIRTH

05/10/1983  
Orlando, FL

NATIONALITY

USA

DRIVING LICENSE

Full

## 👤 Profile

Analytical and proactive Project Manager with 20+ years of experience managing infrastructure and software development projects, with budgets ranging from \$10k to \$1.5M.

## 📁 Employment History

IT Project Manager at Scholastic Corporation, New York, New York  
[March 2007](#) – [Present](#)

Scholastic is an American multinational publishing, education and media company known for publishing, selling, and distributing books and educational materials for schools, teachers, parents, and children. As an IT Project Manager, my core activities include:

- Collaborating with internal and external stakeholders to gather project requirements
- Working with the Project Management Office to determine the project's human capital needs
- Estimating project budgets and writing all necessary documentation for approval
- Overall project governance, including ensuring compliance to industry and government regulations

## 🛠 Skills

Project Management  
Requirement Gathering  
Budget Administration  
Resource Allocation  
Forecasting  
Process Improvement  
MS Project

Project Manager at Viacom, New York, New York  
[January 2002](#) – [January 2007](#)

Viacom is an American multinational media conglomerate with interests primarily in cinema and cable television. As an Project Manager, my core activities included:

- Spearheading software development projects, with a primary emphasis on Agile development
- Tracking project timelines, deliverables, and budgets
- Assessing project risks and proactively resolving issues
- Facilitating morning stand-up meetings with the project scrum team

Jr Project Manager at NBA, New York, New York  
[October 1998](#) – [January 2002](#)

The National Basketball Association is a men's professional basketball league in North America. As a Jr Project Manager, I assisted the project management team with a wide range of software development and infrastructure projects.

## 🎓 Education

Master of Business Administration, New York University, New York,  
New York  
[December 2000](#)