

PROJECT MANAGER

Experienced professional and recent graduate is eager to leverage a combination of technical and business experience in order to secure a full-time position as an entry-level Project Manager.

- Works independently or within a challenging and collaborative team environment.
- Resourceful problem-solver with strong organizational skills and the motivation to do whatever it takes to get the job done.
- Excellent relationship building skills and confidently interfaces and establishes rapport with diverse groups of people at all levels.

Professional Skills

- Client Satisfaction
- Organizational
- Problem Solving
- Team-Building and Collaboration
- Communication and Coaching
- Presentation Delivery
- Meetings and Event Coordination
- Strategic Planning
- Leadership
- Agile Methodologies

Technical Skills & Experience

Web-Development Immersive Bootcamp - General Assembly 05/2017

Certified in the fundamentals of web development, including product development, front-end development, and back-end development through an intensive 420 classroom-hour program.

- Languages and Topics: HTML5, CSS3, JavaScript, jQuery, AJAX, Ruby/ Rails, Heroku, MongoDB, AngularJs, Node.js, Express.js, and PostgreSQL
- User stories, requirements planning, browser developer tools, Git/GitHub, Heroku, Agile, and wireframing

Professional Experience

Community Marketing Manager - Cyclebar 11/2016 - Present

Cyclebar is a premium indoor cycling studio, offering concierge-level service, premium amenities, and an invigorating concert.

- Manage local territory by planning and implementing marketing strategies to retain current business and converting new business in the fitness arena.
- Participate in team meetings and strategy sessions to maintain community partnerships and joint ventures.
- Create and manage client database and marketing calendar.
- Collaborate with clients to develop campaigns that increase customer retention, brand awareness and loyalty.

- Increased territory growth by cultivating and maintaining strong business relationships with key opinion leaders

Wellness Consultant and Director, Fruits of Your Labor

06/2011 - 02/2017

Fruits of Your Labor is a health and wellness initiative that develops and delivers strategic communications to meet the specific needs of each client and/or target audience.

- Coordinate and participate in employee health fairs, to reach a targeted customer base.
- Plan, organize, and launch wellness campaigns using email marketing and social media platforms.
- Coaches and partners with clients to achieve their health and wellness goals.

Sign Language Interpreter, Freelance, Metro Atlanta

04/2008 - 05/2016

Dekalb County School District

10/2003 - 04/2008

- Facilitated communication between students and teachers using American Sign Language.
- Involved in team and administration meetings for discussion, researching, updates, and recommendations to the student's Individualized Education Plan.
- Interpreted in a Job Readiness program and a variety vocational training classes designed to expose graduating students to decide on future career options.
- Engaged in professional development activities and adhered to interpreter code of ethics. Maintained flexibility and confidentiality on a daily basis.
- Taught American Sign Language to students interested in learning about deaf culture and communicating with their peers.
- Assisted with training and mentoring new interpreters, providing them with support and guidance.
- Used lesson plans to prepare for daily classes, and provided lectures, study guides and notes as needed for the student.

Education

General Assembly, Web Development Immersive, Atlanta, GA, 2017

Georgia Perimeter College, Sign Language Interpreter, Atlanta, GA, 2002

Professional Development

Positive Psychology Personal and Executive Coach, 2016

Certified Associate in Project Management (CAPM)

Project Management Institute (Expected July 2017)