

# Lucy Shultz

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An IT Project Manager with six years of professional experience, specializing in information technology, technical project management, and Agile methodology. A proven track record of collaborating with cross-functional teams and stakeholders to execute complex data migrations and automation projects. Adept at leading the build out of scalable IT infrastructure to enhance organizational effectiveness and growth.

## Education

### Bachelor of Science (B.S.) Information Technology

University of Delaware, Newark, DE  
September 2014 - May 2016

## Key Skills

- Technical Project Management
- IT Infrastructure
- Agile & Waterfall Methodology
- Scrum
- Stakeholder Management
- Cross-functional Leadership
- Project Planning

## Certifications

- Project Management Professional (PMP), Project Management Institute, 2016
- ♦ Certified Associate in Project Management (CAPM), 2014

## Professional Experience

### IT Project Manager

Solaris Group Inc., Newark, DE | April 2018 ■ Present

- Manage 15+ technical projects for a technology solutions company, oversee cross-functional teams of up to 10 personnel, develop project roadmaps, manage project budgets of over \$500K, and ensure alignment with business requirements.
- Drive initiatives to automate manual processes for data management to reduce work hours by 40 per week and save the company over 80K per year,
- Lead daily standups with project teams and attend meetings with senior leadership and client stakeholders to review project status updates and milestones.
- Serve as the point of contact for client stakeholders throughout the project lifecycle, analyze business needs, and identify solutions to project roadblocks.

### IT Project Coordinator

Technology Innovation Group, Newark, DE | June 2016-April 2018

- Coordinated with the IT Project Manager to execute technical projects, collaborated with QA, engineering, and project teams, conducted project planning, and provided support for the build-out of scalable IT infrastructure.
- Attended daily project meetings, created reports on project milestones and roadblocks, and identified solutions to ensure on-time and on-budget delivery.
- Collaborated with the engineering organization to streamline project reporting efforts and eliminate manual data entry, which saved over eight work hours per week.

### IT Network Engineer

Software Diagnostics Corp., Wilmington, DE | May 2015-June 2016

- Supported network infrastructure projects, troubleshooted technical issues, performed hardware and system maintenance, and collaborated with the network engineering team to drive continuous improvement.