



OLIVIA WILSON

IT Project Manager

PROFESSIONAL PROFILE

I am an IT project manager with holistic knowledge of software development and design. I am also experienced in coordinating with stakeholders.

SKILLS SUMMARY

Project Management
Software Development
Budgeting and Cost Analysis
Enterprise Resource Planning
Staff and User Training
Process Improvement

CONTACT ME AT

Office Address: 123 Anywhere St., Any City, State,
Country 12345
Email: hello@reallygreatsite.com
Portfolio: www.reallygreatsite.com
LinkedIn: [@reallygreatsite](https://www.linkedin.com/in/reallygreatsite)

WORK EXPERIENCE

Project Manager

WESTHEON FGW | OCT 2017 - PRESENT

- Conduct day-to-day project coordination, planning, and implementation across multiple teams
- Create functional and technical application documents

Senior UX Designer

PIXELPOINT HIVE | JAN 2014 - SEPT 2017

- Managed complex projects from start to finish
- Collaborated with other designers
- Translated requirements into polished, high-level designs

EDUCATIONAL HISTORY

HGFZ Graduate Center

MASTERS OF ARTS | JAN 2013 - DEC 2014

Masters in Project Management

- Studied project planning, coordination, and ethics
- Worked with various startups on launching new apps and services

Cliffmoor College

Bachelor of Arts | Dec 2008 - Dec 2012

BA Product Design

- GPA: 3.26
- Minor in Management
- Thesis involved studying several technology companies and optimizing their product design process

AWARDS RECEIVED

- Most Outstanding Employee of the Year, Pixelpoint Hive (2015)
- Best Mobile App Design, HGFZ Graduate Center (2014)
- Design Awards, Cliffmoor College (2012)