

MATTHEW DAVID SCOTT

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## PRINT PROJECT MANAGER

### PROFESSIONAL SUMMARY

Project manager with 9 years at Humana (Fortune 50) coordinating cross-functional creative, technical, and operational teams on deadline-driven initiatives. Proven track record managing complex timelines, trafficking deliverables between stakeholders, and achieving 100% on-time delivery. Expert in vendor coordination, documentation management, and fast-paced execution. Eager to apply project management fundamentals to print and packaging projects in dynamic consumer goods environment.

### CORE COMPETENCIES

- Project Management & Timeline Coordination
- Vendor Management & Coordination
- Stakeholder Approval Management
- Organizational Excellence & Detail Orientation
- Multiple Concurrent Projects
- Microsoft Office (Expert) + PM Tools
- Cross-Functional Team Leadership
- Documentation & Asset Tracking
- Fast-Paced, Deadline-Driven Execution
- Status Communication & Reporting
- Compliance Monitoring & Documentation
- Quick Learner & Self-Starter

### PROFESSIONAL EXPERIENCE

Senior Risk Management Professional II (Project Manager)

HUMANA, INC. | Louisville, KY | November 2022 - August 2025

Project manager coordinating enterprise initiatives for Medicare platform requiring cross-functional team leadership, timeline management, and flawless deadline execution.

#### PROJECT COORDINATION & TIMELINE MANAGEMENT:

- Led Annual Enrollment Period (AEP) coordination - Humana's highest-stakes period - managing complex timelines, cross-functional dependencies, and zero-defect execution under extreme deadline pressure
- Managed e-Commerce Acceleration and Data Modernization projects coordinating 15+ team members across Creative (web design), IT (technical), Legal (compliance), and Operations teams
- Coordinated multiple concurrent projects with competing priorities, establishing timelines, tracking deliverables, and ensuring on-time completion
- Achieved 100% on-time delivery for 100+ time-sensitive projects over 9 consecutive years as directly responsible individual (DRI)

#### STAKEHOLDER MANAGEMENT & APPROVAL TRAFFICKING:

- Trafficked deliverables between business stakeholders and technical teams, gathering approvals from senior leadership across Legal, Compliance, and Operations functions
- Communicated project status updates, progress tracking, and roadblock escalation to executive leadership and cross-functional partners
- Coordinated approval processes requiring sign-off from multiple stakeholders with competing priorities and tight deadlines
- Managed expectations and facilitated alignment across Creative, Technical, and Business teams on project requirements and timelines

## VENDOR COORDINATION & DOCUMENTATION:

- Managed third-party vendor relationships requiring specification tracking, timeline coordination, and deliverable management
- Created and maintained detailed project documentation, asset tracking systems, and compliance records
- Monitored compliance needs in partnership with Regulatory and Legal teams ensuring all deliverables met requirements
- Maintained organized documentation systems enabling quick retrieval and audit readiness

## ORGANIZATIONAL EXCELLENCE & FAST-PACED EXECUTION:

- Thrived in fast-paced, high-pressure environment where delays affected millions of members and millions in revenue
- Strong attention to detail ensuring zero defects on projects affecting enterprise platforms serving millions
- Self-starter requiring minimal supervision while managing complex, multi-stakeholder initiatives
- Quick learner: Rapidly mastered complex regulatory frameworks, technical systems, and enterprise workflows

Risk Management Professional (Progressive Project Roles)  
HUMANA, INC. | Louisville, KY | January 2016 - October 2022

9+ years progressive experience managing projects, coordinating cross-functional teams, and delivering deadline-driven initiatives.

### Key Project Management Accomplishments:

- Coordinated multiple concurrent projects across creative, technical, and operational domains
- Managed timelines, tracked deliverables, and ensured stakeholder alignment
- Created project documentation and asset tracking systems
- Handled vendor relationships and third-party coordination
- Communicated project status to executive leadership

Account Executive (Client Project Management)  
MIGHTILY | Louisville, KY | July 2015 - December 2016

Project manager for digital marketing/creative client accounts requiring timeline coordination and vendor management.

- Managed 10+ concurrent client projects requiring deadline management and deliverable tracking
- Coordinated cross-functional teams (designers, developers, content creators) ensuring timely delivery
- Managed vendor relationships and external resources for project completion
- Tracked project assets, specifications, and client approval processes

## EDUCATION

Bachelor of Science in Communication | University of Louisville | Expected 2025  
Dean's List, Fall 2013

## TECHNICAL SKILLS

Project Management Tools: JIRA (project tracking), SharePoint (documentation), MS Project fundamentals

Microsoft Office: Excel (Advanced - tracking, reporting), PowerPoint (presentations), Word (documentation)

Documentation: Asset tracking systems, specification management, approval workflows

Learning: Asana, Smartsheet (ready to adopt for print project management)

## KEY STRENGTHS FOR PRINT PROJECT MANAGER

**Deadline-Driven Excellence:** 9 years perfect on-time delivery record in high-pressure, fast-paced environment

**Organizational Skills:** Managed complex projects with multiple stakeholders, competing timelines, and zero margin for error

**Cross-Functional Coordination:** Partnered with Creative, Technical, Legal, and Operations teams requiring clear communication and alignment

**Vendor Management:** Coordinated third-party relationships, tracked specifications, and ensured deliverable quality

**Detail Orientation:** Zero-defect track record through systematic organization and quality control

**Fast Learner:** Quickly mastered complex regulatory, technical, and operational domains; ready to learn print production and packaging workflows

**Stakeholder Approval Management:** Experienced trafficking deliverables and gathering sign-offs from senior leadership

**Communication:** Clear status updates, proactive roadblock escalation, and professional collaboration

## WHY CELSIUS:

Celsius's fast-growing, innovative culture and Louisville presence make this an exciting opportunity to apply my project management expertise in a dynamic consumer goods environment. While I'll be learning print production specifics, my 9 years coordinating complex, deadline-driven projects with cross-functional teams and vendor management has prepared me to contribute immediately to Celsius's packaging and print initiatives.

As a Louisville resident, I bring local presence and commitment to Celsius's growth while excited to learn the creative and production side of project management in the CPG space.