



**Contact:** Jeff Foster/206-619-2083

**Email:** [jeff@groundworktech.com](mailto:jeff@groundworktech.com)

***Jeff C.: Presented By Groundwork Tech, LLC***

## **HIGHLIGHTS AND QUALIFICATIONS:**

- 5+ years Project Management experience in fast-paced environments.
- 10+ years of experience meeting deadlines, producing high-quality work.
- 5 years working in enterprising, entrepreneurial environments.
- Bachelor's Degree & Master of Business Administration (MBA).
- Certified Project Management Professional (PMP) and Scrum Master (CSM).
- Excellent written and verbal communications skills, working with diverse populations.

## **KEY KNOWLEDGE AND SKILLS**

- |                        |                      |                            |
|------------------------|----------------------|----------------------------|
| ▪ MS Project Certified | ▪ MS Office 2010     | ▪ Planning                 |
| ▪ Leadership           | ▪ Change Management  | ▪ Agile/SCRUM              |
| ▪ Team Management      | ▪ Focused on Results | ▪ SQL/SharePoint Certified |

## **PROFESSIONAL EXPERIENCE**

### **Project Manager & Scrum Master (Consultant)**

Dec 2014 - Present

Interplay Experience Design; Seattle, WA

- Reduced executive oversight hours by 85%, maintaining 100% goal completion.
- Applied Scrum framework with remote team of three, developing company web presence and platform for social media.
- Developed business requirements and negotiated timelines for completion, satisfying all expectations within given timeframes.

### **Vendor Relationship Manager (Contract)**

July – Dec 2014

Getty Images; Seattle, WA

- Initiated vendor information management process improvements with a team of fifteen, saving 12% staff time.
- Entrusted to manage challenging worldwide creditor and vendor relationships, ensuring accounts were current.
- Managed project, improving and documenting best practices which created long-term team benefits.

### **Credit Analyst (Contract)**

Dec 2013 – June 2014

BECU; Tukwila, WA

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- Championed twelve-person project investigating redesign of paper-intensive data entry process into electronic system using Excel, projected to save up to \$240,000 per year.
- Reinitiated sustainability action team, investigating and implementing eco-efficiencies throughout the organization.
- Adhered to all time-lines in completing assignments, producing desired results to satisfy end customers.

#### **Project Coordinator (Contract)**

Jul – Aug 2013

Fred Hutchinson Cancer Research Center; Seattle, WA

- Reduced researcher time spent searching for files by 92% through digitizing paper records on a team of twenty.
- Increased efficiency by 10% through simplification of data distribution to ancillary services and adjudication teams.
- Quality control of imaged medical records, verifying accuracy and flagging mistakes for reprocessing 100% of time.

#### **Project Management Consultant**

Oct 2012 – Dec 2013

NARAL of Washington; Seattle, WA

- Designed and implemented small projects for an office of nine workers to reduce IT administrative costs by 43%, including synching IT systems, reorganizing digital files for easy retrieval and documenting office processes for volunteers.
- Negotiated solutions with service providers, generating 75% cost savings for web-hosting budget.
- Saved up to 15 work-hours each week by digitizing paper financial tracking system.

#### **Coach**

Apr 2010 – June 2012

Alere Wellbeing; Seattle, WA

- Achieved 52.5% project success rate as compared to 47.5% company average.
- Identified opportunities for process improvements and worked with multi-departmental team of eighteen to document and lay groundwork for new efficiencies, using SharePoint.
- Recognized for exceptional stakeholder engagement.

#### **Operations Consultant (Contract)**

Feb 2008 – May 2009

Westwood Mortgage; Seattle, WA

- Solely responsible for creating online database tracking status of 100-loan pipeline, totaling \$15 million in new business.



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- Streamlined loan processing procedures to improve efficiency for staff of seven.
- Studied and documented existing practices and designed modifications, saving average of 10% staff time.

#### **Team Lead of Onsite Contractors**

July 2007 – Oct 2008

Lender Processing Services, for IndyMac Bank; Austin, TX

- Project manager for eight-person team transitioning 100 employees to new online management system, saving 3 weeks of staff implementation time.
- Mastered 7 proprietary systems, providing efficient and effective operational support across all departments.
- Worked collaboratively with team members to accomplish process improvements resulting in 15% time savings.

#### **EDUCATION & CERTIFICATIONS**

Project Management Professional Certification (PMP)

*Earned Dec 2012*

Project Management Institute

*PMP # 1562297*

Agile Certified Practitioner (ACP)

*Earned July 2015*

Project Management Institute

*ACP # 1828717*

Scrum Master Certification (CSM)

*Earned Feb 2015*

Scrum Alliance

MBA

*Earned May 2012*

Pinchot University (formerly BGI); Seattle, WA

Bachelor of Arts

*Earned May 2002*

Lewis & Clark College; Portland, OR