

# DAVID THOMPSON

## Project Manager & Scrum Master

Email: david.thompson@email.com

Phone: +1-555-0654

Location: Boston, MA

LinkedIn: linkedin.com/in/davidthompson

### PROFESSIONAL SUMMARY

Results-driven Project Manager and Certified Scrum Master with 7+ years of experience leading cross-functional teams in delivering complex software projects. Expert in Agile methodologies, stakeholder management, and driving projects from conception to successful completion. Proven track record of delivering projects on time and within budget while maintaining high quality standards.

### CORE COMPETENCIES

Project Management: Agile, Scrum, Kanban, Waterfall, Hybrid methodologies

Tools & Software: Jira, Confluence, Microsoft Project, Asana, Trello, Monday.com

Methodologies: SAFe, Lean, Six Sigma, PMI frameworks

Technical Knowledge: Software Development Lifecycle (SDLC), API integrations, Cloud technologies

Leadership: Team building, Conflict resolution, Stakeholder management, Change management

Financial: Budget management, Resource allocation, Cost-benefit analysis, ROI tracking

Communication: Presentation skills, Technical writing, Client relations, Executive reporting

### PROFESSIONAL EXPERIENCE

Senior Project Manager | Innovation Tech Solutions | Mar 2020 - Present

- Lead portfolio of 5-8 concurrent projects with budgets ranging from \$500K to \$2M
- Manage cross-functional teams of 15-30 members including developers, designers, and QA engineers
- Successfully delivered 25+ projects with 95% on-time completion rate
- Implemented Agile transformation across 4 departments, improving delivery speed by 40%
- Reduced project costs by 20% through efficient resource allocation and vendor management
- Conduct regular stakeholder meetings and executive presentations
- Mentor 5 junior project managers and coordinate professional development initiatives
- Established PMO best practices and standardized project documentation templates

Notable Projects:

- Enterprise CRM Migration (\$1.5M, 18 months) - Completed 2 weeks ahead of schedule
- Mobile Banking Application (\$800K, 12 months) - Won "Best Digital Product" award
- Cloud Infrastructure Modernization (\$2M, 24 months) - Reduced operational costs by 35%

Project Manager / Scrum Master | Digital Dynamics Inc. | Jun 2018 - Feb 2020

- Managed 3-5 concurrent Agile projects with teams of 8-12 members
- Facilitated daily stand-ups, sprint planning, retrospectives, and sprint reviews
- Worked closely with Product Owners to maintain and prioritize product backlogs
- Improved team velocity by 30% through process optimization and team coaching
- Implemented Jira and Confluence for project tracking and documentation
- Coordinated releases across multiple teams ensuring smooth deployments
- Managed project budgets totaling \$3M annually
- Achieved 90% customer satisfaction score across all projects

Associate Project Manager | TechVentures LLC | Jan 2017 - May 2018

- Assisted senior PMs in managing 2-3 projects simultaneously
- Created project plans, schedules, and tracked project progress
- Coordinated communication between development teams and stakeholders
- Prepared status reports and presentations for leadership team
- Managed project documentation and maintained project repositories
- Organized and facilitated team meetings and workshop sessions
- Identified and mitigated project risks proactively
- Supported resource planning and allocation activities

Business Analyst | Consulting Partners Group | Jul 2015 - Dec 2016

- Gathered and documented business requirements for software projects
- Created functional specifications and user stories
- Conducted stakeholder interviews and requirements workshops
- Developed process flow diagrams and data models
- Facilitated user acceptance testing (UAT)
- Supported project managers in project planning and tracking
- Performed gap analysis and recommended solutions

## EDUCATION

Master of Business Administration (MBA)

Boston University | 2013 - 2015

Concentration: Project Management and Operations

## GPA: 3.8/4.0

Bachelor of Science in Information Technology

Northeastern University | 2009 - 2013

## GPA: 3.5/4.0

## CERTIFICATIONS

- Project Management Professional (PMP) - PMI (2019)
- Certified ScrumMaster (CSM) - Scrum Alliance (2018)
- Certified Scrum Product Owner (CSPO) - Scrum Alliance (2020)
- SAFe 5 Agilist (SA) - Scaled Agile (2021)
- Certified Scrum Professional (CSP) - Scrum Alliance (2022)
- Lean Six Sigma Green Belt (2020)
- ITIL Foundation Certification (2019)

## PROFESSIONAL ACHIEVEMENTS

- Successfully managed projects with cumulative value of \$15M+
- Improved team productivity by average of 35% across all managed teams
- Maintained 95%+ on-time delivery rate throughout career
- Zero critical project failures in 7+ years of project management
- Reduced average project costs by 18% year-over-year
- Increased stakeholder satisfaction scores from 75% to 92%

## KEY PROJECTS & ACCOMPLISHMENTS

### Digital Transformation Initiative

- Led company-wide digital transformation affecting 500+ employees
- Coordinated 12 sub-projects across multiple departments
- Managed \$3.5M budget with 10% cost savings
- Completed 1 month ahead of 2-year schedule
- Won internal "Excellence in Leadership" award

### Global Product Launch

- Coordinated cross-regional launch across 15 countries
- Managed distributed teams across 6 time zones
- Ensured compliance with regional regulations and requirements
- Delivered on time with 98% customer satisfaction
- Generated \$5M revenue in first quarter

### Legacy System Migration

- Led migration of 20-year-old legacy systems to cloud platform
- Zero downtime during cutover weekend
- Trained 200+ users on new system
- Achieved ROI within 8 months of go-live

## **PRESENTATIONS & PUBLICATIONS**

- "Agile at Scale: Lessons from the Trenches" - PMI Conference 2022
- "Remote Team Management in Agile Environment" - Agile Summit 2021
- Published article in PM Network Magazine on risk management
- Regular speaker at Boston PM Meetup group

## **PROFESSIONAL AFFILIATIONS**

- Project Management Institute (PMI) - Active member since 2017
- Scrum Alliance - Member since 2018
- Boston Project Management Network - Board member
- Agile Boston User Group - Organizer

## **TRAINING & WORKSHOPS**

- Conflict Resolution and Negotiation (Harvard Extension, 2021)
- Advanced Stakeholder Management (PMI, 2020)
- Leading Remote Teams (LinkedIn Learning, 2020)
- Data-Driven Decision Making (MIT Professional Education, 2019)

## **LANGUAGES**

English (Native)

French (Intermediate - B1 level)

## **TECHNICAL PROFICIENCIES**

- Microsoft Office Suite (Expert level)
- Project Management software (Jira, MS Project, Asana, Monday.com)
- Collaboration tools (Slack, Microsoft Teams, Zoom)
- Documentation (Confluence, SharePoint, Google Workspace)
- Basic understanding of software development and APIs
- Familiar with SQL, HTML, and basic programming concepts

## **LEADERSHIP PHILOSOPHY**

Believe in servant leadership approach, empowering teams to self-organize and continuously improve. Focus on removing impediments, fostering collaboration, and creating an environment where teams can deliver their best work.

## **VOLUNTEER EXPERIENCE**

- Project management consultant for local non-profit organizations

- Mentor at Tech for Good program
- Career advisor for university students interested in PM careers
- Volunteer coordinator for Boston Marathon charity events

## **INTERESTS**

Project management trends, Agile methodologies, Team psychology, Leadership development,  
Technology innovation, Running, Hiking, Reading business books, Travel