

Lindsay Perrigo

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INTRODUCTION

Technical Project Manager familiar with agile and scrum workflows who has an extensive background in customer service and solutions. Additionally, I have worked in the restaurant industry for the past six years, giving me excellent communication and customer service skills. My time in the insurance industry lent me extensive experience in project management, customer reviews, budget analysis, managing schedules and resource management.

SKILLS

Scrum Workflow, Time Management, Staff Management, Inventory Management, Organization, Creative Problem Solving, Project Documentation, Stakeholder Management, Budget Management.

PROJECTS

Project: Design and Install Functional Wine Program

- Project Contributions: lead design on spatial organization, developed system for tracking product placement, lead purchaser.
- Skills Used: Strong Organizational Skills, Verbal and Written Communication, Analytical breakdown of process

EXPERIENCE

The HerbFarm: Server

July

2020 - current

- Lead on inventory management, quickly expanded from solely working on the service team.
- Working with lead sommelier in wine service for the evening, I simultaneously balance the duties of a server.
- Top tier server in a fast paced, high end fine dining environment.

Daniels Broiler, Bellevue & Seattle: Server, Sommelier, Manager

Oct

2015 - Nov 2020

- Designed a brand-new Wine Program from the ground up, involving menu creation, floor organization, purchasing and implementation of the inventory system.
- Achieved company standards and metrics faster than any other program had previously by thoroughly designing and implementing the wine program.
- Managed and trained the private dining department and host team.
- Floor sommelier for a year, smoothly transferred to the floor service team, quickly running a section in a fast paced and high intensity environment.

Vail Resorts, INC: Senior Specialist Health and Safety

Jan

2013 - Apr 2014

- Effectively consolidated data to represent past year, current year and year over year comparisons to date for presentations to mid and upper-level management.
- Provided financial advice to resort in Wyoming regarding cost expectations on a monthly basis.
- Managed Vail Resorts workers compensation claims for the state of California, covering three mountain resorts and eventually included the Canyons resort in Utah.

Liberty Mutual Group: *Case Manager III*

Jul

2010 – Jan 2013

- Managed and coordinated over 170 claims simultaneously from their beginning to conclusion. This includes: investigations of initial injury, following the law to determine if a claim was acceptable which could include background investigation, monetary decision making/evaluation for cost of the claim, knowledge of legal concepts relating to claim management, and knowledge of medical concepts and treatment plans.
- Achieved in-depth problem-solving skills and the ability to manage many issues at once, through consistent application of time management skills and company project resources.
- Presented claims and action plans to upper management.
- Provided excellent and consistent customer service to clients – created a fun and professional working relationship.

EDUCATION

Thinkful

Certificate, Technical Project Management

Jul

2021

- Process analysis and breakdown of the components of managing a technical project including scrum and agile methodologies.
- Evaluating schedule and cost performance through EVM and processes for project design from through delivery.

University of California - Davis, CA

International Relations, BA

Jun

2010

- Graduate, received B. A. in International Relations with a minor in Socio-Cultural Anthropology.
- Coursework included political science, language classes, economics, evolutionary anthropology, cultural anthropology, psychology, statistics, English, comparative religion.