

## Project Manager

Looking for a new opportunity where I can make an impact and grow with the people around me. I am a detail oriented individual offering exceptional management, leadership, and organizational skills; adaptable to change in the work environment, possess expertise in establishing schedules and project parameters, with a strong ability to contribute to strategic plans and project reviews. Uncanny ability to learn new technologies at a rapid pace.

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### Highlights of Expertise

- Sprint planning
- Project management software (Jira, Asana, Monday)
- Leading teams and giving clear direction
- Strategic resource deployment
- Cost reduction and avoidance
- Process development and implementation
- Human capital talent identification and placement
- Contract management
- Budget administration and management
- Process redesign & change management
- Vendor Management & Negotiation
- Effective time & priority management
- Clear understanding of SDLC
- Full stack web developer

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## Career Experience

DBJ Solutions, Manhattan, NY

March 2021- Present

### Project Manager (part time)

During my time at Gesture the CEO and myself became well acquainted. I was approached by him during my time working for his company and offered an opportunity to go into business with him. I happily obliged. My role here at DBJ encompasses but is not limited to:

- Creating lean canvas' with clients looking to have applications built
- Regularly meeting with clients to discuss updates and maintain a healthy rapport.
- Prospecting and hiring developers/designers based on client needs and desires.
- Creating technical workflows that developers/designers follow to ensure success when building the application.
- Implementing PM tools such as Jira, Asana, Monday, Trello.
- Create and develop sprints based off of the lean canvas.
- Ensure that all project goals are well within reach of our 3 month development time.
- Creating QA documents for bugs and issues within the testing environment.
- Giving a complete application demo at the end of each sprint to the client to gather feedback.
- On project completion, providing excellent support and aftercare to each individual client.

Gesture, Manhattan, NY

April 2019- Present

**Technical Project Manager (contract role)**

I was contacted by the owner of this company and he had told me that his company and their technical team were in a bit of a rut. He asked me to come in and get them back on track. Within my short time at Gesture I have:

- Created and implemented a new internship program for accelerated learning
- Hosted one on ones with all individuals within the tech department to understand the pros and cons within the company, and the direction they are headed.
- Implemented Cliq, which is a software that allows us to track remote work and ensure efficiency during work hours.
- Assisted the CTO in creating a pathway for success. This included a short term goal for the technology and a long term goal for the technology.
- Assisted the CEO in creating company wide goals that started to be noticed within weeks of implementation.

10X Ventures, Manhattan, NY

April 2019 - September 2020

**Technical Project Manager (full time)**

Managed and ensured success of all projects throughout every stage of the development life cycle. This involved but was not limited to:

- Sourcing developers by networking and posting on job boards
- Interviewing and hiring candidates for technical positions such as software engineers, graphic designers, etc.
- Writing contracts for new hires
- Payroll for all technical positions
- Daily stand ups & stand downs with the project teams
- Project planning and sprint meetings
- Managing expectations of all parties involved in the project
- Wireframing and creating drafts with the graphic designer
- Daily documentation of the project and its current standing
- Using PM tools such as Jira, Asana, Trello to track progress
- Weekly sync ups with the CEO
- Debugging code when needed
- Hosting investor meetings
- Product demonstrations

Sila Heating and Air, Cedar Grove, NJ

October 2018 - April 2019

**Operations Manager (full time)**

Manage overall operations of the New Jersey location. Responsible for the management of labor, quality control, productivity and safety measures as established by the company standards. Planned assigned and directed work. Enhance the operational procedures to increase efficiency

- Analysis of process workflow, employee and space requirements and equipment layout; implement changes as needed.
- Review and approve all operational invoices and confirm they are submitted for payment.
- Serve as the primary point of contact when there are customer issues related to equipment and installation quality, customer satisfaction or accidents and mishaps on the work site.
- Manage relationships with key vendors; track vendor pricing and service levels to ensure consumer satisfaction.
- Ensure that all LOB scheduling, requests and issues are prioritized and handled accordingly.
- Heavy excel use, creating spreadsheets, pivot tables and v lookups for inventory purposes.
- Forecasting and planning schedules for a multitude of teams including sales, techs, and installers.

Driscoll Foods, Inc., Wayne, NJ

September 2016 - March 2018

**Logistics Manager (full time)**

Provide logistical management to a non-stop food service delivery system delivering more than 10,000 products through 200,000 square-foot warehouse, and 90-truck distribution network. Develop and implement standard operating procedures to identify drains and mitigate losses. Communicate across functional workgroups to identify goals, troubleshoot problems and design solutions.

- Tracked deliveries and identified areas of improvement by analyzing problem areas; attended weekly meetings with management and front-line employees to develop effective cost-saving measures; implemented procedures to simplify processes and guarantee results.
- Negotiated vendor contracts and maintained relationships; developed and leveraged partnerships to reduce cost and increase brand loyalty.
- Identified problems and investigated solutions within our delivery networks; developed innovative solutions and strategically deployed resources.

Johnston Air, Wayne, NJ

May 2013 - May 2016

**Marketing Manager (full time)**

Managed and directed marketing operations for a high-volume contractor. Developed and leveraged relationships with vendors, customers and employees to provide elite experiences and brand recognition.

- Designed deliverables to meet client objectives; Met with clients to design strategies to meet goals and provide exceptional experiences to drive brand loyalty and end-over-end revenue increases.
- Monitored all social media accounts and websites to ensure a positive online presence using Facebook, Twitter, Instagram, and -Angie's List which connected over 1,000 people a month.
- Administered all business marketing operations and advertisement campaigns that eventually generated a 12% increase in web traffic over the course of 5 months.

Morgan Stanley, Fairfield, NJ

June 2011 - May 2013

**Intern (part time)**

Shadowed financial advisors/senior executive staff; Created spreadsheets for customer data; Cold called prospective clients

- Assisted in presenting investment and financial planning seminars to clients

- and prospective clients.
- Generated new clients using a personal, face-to-face approach that built trust and emphasized personal service to the individual investor.
- Identified clients and prospective clients in need of investment guidance and then recommended investment solutions appropriate for each individual.

## Education & Credentials

### Full Stack Developer Certification

*General Assembly*

2020 | Completed

### MBA, Project Management

*Montclair State University, Montclair, NJ*

2019 | GPA: 3.40/4.00

### MBA, Digital Marketing

*Montclair State University, Montclair, NJ*

2019 | GPA: 3.40/4.00

### Bachelor of Science, Business Administration

*Montclair State University, Montclair, NJ*

2016 | GPA: 3.20/4.00

- Dean's list, 2013 & 2014
- Recipient, Best Invention for Small Business Management course
- Face of Montclair, 2015

### Technical Competencies

- Microsoft Office
- Hubspot
- Hootsuite
- Salesforce

### Other information

LinkedIn- <https://www.linkedin.com/in/kelleyjohnathan>

Portfolio Site- <https://stoic-heisenberg-cbf7d3.netlify.app/>

Github- <https://github.com/jkellzz>