

# JoAnn Girton Project Manager

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## SUMMARY

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I am a technical project manager proficient in coaching, training and instruction. I have over 15 years of experience as a restaurant management which has allowed me to develop my skills in planning, scheduling and budgeting skills. I also have a strong background in customer service.

## TECHNICAL SKILLS

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Stakeholder Management	Learning Management Systems (LMS)
Coaching, Training & Instruction	Talent Development
SCRUM Leadership	Adult Learning Principles
Project Planning & Scheduling	Agile & Predictive Methodology
Trello, Jira, Monday.com, Asana, Slack	P&L Management

## PROJECTS

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Website build for XYZ company [Project link](#)

Project Charter - Master Requirement - Requirements Matrix - RACI Matrix

- Oversaw all planning and execution of project requirements.
- Ensured all project deliverables were functional and accepted by the client.

## RELEVANT EXPERIENCE

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Trivia Host	Mansfield Ohio
<i>Sporcle Live</i>	2/17- Present

- Host live trivia at various venues.
- Manage guest/player experience ensuring each player understands rules and how to play.
- Track weekly points and league statistics.
- Present PowerPoint slideshow to keep teams entertained in between questions.
- Utilize social media to advertise and promote weekly shows bringing the average weekly team come up.

Activities Director	Mansfield Ohio
<i>Harding Home</i>	4/08-3/13

- Organized and planned all activities and outings for 6 adult MRDD individuals.
- Obtained state certification to distribute prescription medication.
- Planned meals and weekly food budget.

Restaurant Manager ( FOH, BOH, TOGO)	Mansfield Ohio
<i>RubyTuesday</i>	4/08-3/13

- Reduced employee turnover from 74% to 37% with proper hiring and training techniques.
- Increased togo sales by 25% by identifying a unique customer need.
- Implemented and coordinated new togo sales procedures ensuring customer needs and maintaining higher togo sales.

## EDUCATION

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Thinkful, Inc.

**Technical Project Management Intensive**, expected completion April 2021

- Implemented hybrid, waterfall, or agile methodology to effectively deliver high-quality projects.
- Identified and created documents necessary for project management from planning to delivery.

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