



OLIVIA WILSON

IT PROJECT MANAGER

CONTACT ME AT

📍 Office Address: 123 Anywhere St., Any City, State, Country 12345

✉️ hello@reallygreatsite.com

💻 www.reallygreatsite.com

🌐 @reallygreatsite

SKILLS SUMMARY

- Project Management
- Software Development
- Budgeting and Cost Analysis
- Enterprise Resource Planning
- Staff and User Training
- Process Improvement

AWARDS RECEIVED

- 📖 Most Outstanding Employee of the Year, Pixelpoint Hive (2015)
- 📖 Best Mobile App Design, HGFZ Graduate Center (2014)
- 📖 Design Awards, Cliffmoor College (2012)

PERSONAL PROFILE

I am an IT project manager with holistic knowledge of software development and design. I am also experienced in coordinating with stakeholders.

WORK EXPERIENCE

Project Manager

Westheon FGW | Oct 2017 - present

- Conduct day-to-day project coordination, planning, and implementation across multiple teams
- Create functional and technical application documents

Senior UX Designer

Pixelpoint Hive | Jan 2014 - Sept 2017

- Managed complex projects from start to finish
- Collaborated with other designers
- Translated requirements into polished, high-level designs

EDUCATIONAL HISTORY

HGFZ Graduate Center

Masters in Project Management | Jan 2013 - Dec 2014

- Studied project planning, coordination, and ethics
- Worked with various startups on launching new apps and services

Cliffmoor College

BA Product Design | Dec 2008 - Dec 2012

- GPA: 3.26
- Minor in Management
- Thesis involved studying several technology companies and optimizing their product design process