# WESTON LEDFORD
## Project Manager

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## PROFICIENCIES
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- Leadership Organization
- Cross-functional Team Management
- Process, Workflow Creation
- Scope & Requirements Control
- Budget & Cost Management
- Risk, QA Testing & Change Coordination

- Communication & Emotional Intelligence
- Planning, Scheduling, Forecasting & Monitoring
- Reporting, Documentation &Technical Writing
- Technical Support, Resource & Research Management
- Vendors, Suppliers, Negotiation & Contract Management
- Interpersonal & Conflict Management

## EXPERIENCE
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**Project Manager**
Ivanti, South Jordan, UT, Sep 2022 - Sep 2023

- **SECURED** a remarkable budget savings of $1.2M with streamlined workflows and unified communications by enabling successful software migration from Jira to Azure DevOps with Agile Project Management
- **RESTRUCTURED** cross-functional team productivity and drove effective Scrum project management and reporting techniques, resulting in a 15% reduction in timelines of 10+ successful IT projects while staying within budget constraints
- **ATTAINED** a 22% increase in operational efficiency and improved security measures for comprehensive protection analysis through smooth integration of three national data system centers, optimization of server infrastructure, and alteration of operations
- **OBTAINED** a 20% gain in team efficiency and a 15% reduction in project timelines by conducting needs analysis, improving business processes, and designing data-driven process maps
- **FACILITATED** seamless project portfolio migration of Atlysian to Confluence users by defining project scope, managing risk, collaborating with a team of 45 people, and providing regular status updates to leadership teams
- **AIDED** in effective project execution by compiling application documentation and artifacts of business analysis materials such as diagrams, flow charts, and requirements documents for accurate and up-to-date information

**Senior DPR Consultant | Project Manager**
American Family Insurance, Madison, WI, Jun 2013 - Aug 2022

- **ACHIEVED** a 47% budget reduction, a 31% sales boost, and an increase in client approval through the introduction of cost-cutting measures for 30 branding projects
- **OBTAINED** a 20% increment in operational coordination and workflow capabilities by employing innovative technology and automation initiatives for revamping legacy MIS system artifacts
- **INCREASED** data analysis speed by 35% with exceptional software solutions and supported better data-driven decisions with in-depth analyses
- **ENHANCED** overall performance by leveraging established IT processes to address potential issues and promoting compliance with industry standards and guidelines in collaboration with project stakeholders and cross-functional teams
- **PROPELLED** efficiency and productivity by automating reporting, risk management, and data governance
- **SLASHED** issue resolution time and reached optimal team efficiency by scheduling document meetings, analyzing issues, and monitoring action items with technical and program staff

**Product Manager | Program Manager & Business Owner**
MadisonScuba, Sun Prairie, Present

- **ACHIEVED** a 20% increase in overall skill proficiency, a 30% increase in social media followers, and a 15% growth in website traffic across social media channels through the implementation of a performance evaluation system

- **ACCOMPLISHED** 18% annual growth, enhanced user engagement, and built a strong sense of belonging by establishing a robust underwater community initiation and leading innovative marketing strategy initiatives

- **ORCHESTRATED** and led an annual lake cleanup initiative, mobilizing and coordinating teams of 60+ divers to remove an impressive 2 tons of litter, ensuring the preservation of the environment and promoting eco-consciousness

- **ENSURE** optimal customer satisfaction, promoting mental well-being and post-military reintegration by coaching a cohort of 20+ veterans using a veterans-focused scuba initiative

- **SKILLS:** Microsoft (MS) Project, Smartsheet, Monday, Jira, ADO Azure Dashboards, Microsoft Power BI, Tableau, Microsoft Office Suite, Google Suite, Microsoft Office Suite, SharePoint, Visio

- **ADDITIONAL INDUSTRY PROJECTS:** Finance, Security, Telecommunications, Healthcare, Auditing, SEO, Payroll, Dept of Corrections, HIPPA, Healthcare

## CERTIFICATIONS
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- Certified PMP - #3249783

- Certified Scrum Master - #50983401

- Certified Six Sigma Black Belt & Six Sigma Black Belt + Lean - # 74IBdOIW2T

- CompTIA A+ (Exam Pending 11/3/24)

- AWS Certified Cloud Practitioner (Exam Pending 11/9/23)

- Certified Scuba Instructor Trainer, #62971

- Emergency First Responder Trainer #62971

## EDUCATION
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- Bachelor of Computer Science, University of Wisconsin, Madison, Est 1/24/2024

## MILITARY SERVICE
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- United States Army, Aviation