
EMILY MOBLEY

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PROFILE

Experienced Project Management Professional with 6 and a half years experience looking to transition to Software Development. Adheres well to quick timelines, competent in coordinating across teams to ensure deadlines are met. Skilled in training individuals and groups on complex software solutions with the goal of improving customer business operations. Motivated self-learner who can quickly pick up new skills and technologies.

EXPERIENCE

July 2021 –
Present

Lead IT Project Manager, RDI – IT

- Managed a remote project team of 4 individuals who were responsible for deploying over 15 technical resources.
- Planned, monitored, and ensured successful delivery of IT projects from launch phase through completion.
- Updated and implemented project templates and timelines for over 30 project types.
- Worked with lead engineers to identify new processes, establish timelines, and create documentation for our knowledge base
- Coordinated and lead Client and Internal kick-off calls for over 100 projects managed in my first year
- Wrote training documentation used by the entire company to on board new hires

June 2019 – July
2021

Senior Retail Operations Project Specialist, The Reynolds and Reynolds Company

- Completed over 200 large scale installations with timelines ranging from six weeks to one day.
- Coordinated with teams across the company to ensure all pieces of a project were prepared correctly and the timeline could proceed at the correct pace.
- Audited over 150 customer's credit reporting compliance practices after completing training that allowed me to legally handle sensitive consumer information.
- Maintained software updates for customers on five different solutions for two years.
- Utilized Microsoft Excel to pull reports used by the Sales team to successfully sell our service solution to 460 customers.
- Successfully worked over 2000 hours remotely in an "at home" environment.

October 2015 –
June 2019

Remote Software Training Professional, The Reynolds and Reynolds Company

- Provided 1200 comprehensive remote training sessions using a series of personalized webinars.
- Conducted an extended phone and email follow up with each customer for a period ranging from one week to two months.
- Produced over 100 pages of documentation for new products as they were launched by Development.
- Trained new-hires on department policy, operating procedures, responsibilities and expectations for 3.5 years, beginning six months after my start date.
- Shared and demonstrated expertise on over a dozen software solutions with new hires as part of their on-the-job training.

EDUCATION

The University of Dayton, Dayton, Ohio
School of Education and Health Sciences
May 2015: Bachelor of Science in
Education
Adolescent to Young Adult concentration
GPA: 3.55

SKILLS

Technical

- Python – 4 months
- HTML – 4 months
- CSS – 4 months
- VS Code – 4 months
- Javascript – 3 months
- Github – 3 months
- SQL – 1 month

Productivity Tools

- Google Workspace – 10 Years
- Microsoft Project – 5 years
- Connectwise – 1 year

PROJECTS

Portfolio Website Project

<https://github.com/mobleyem/portfolio-project.git>

- Built using HTML and CSS, this is the outline for a webpage that will eventually be used as a portfolio website. The HTML was coded with a focus on using semantic elements.

Codecademy Dasmoto's Project

<https://github.com/mobleyem/CodecademyDasmoto.git>

- Built using a spec sheet from Codecademy, this was my first off-platform project. Built in VS Code and uploaded to Github with several revisions made. Built using semantic HTML and CSS.

Python Language Translator

<https://github.com/mobleyem/PythonTranslator.git>

- Built using the Tkinter library in Python, this pop-up translator can translate between English, Spanish, German, French, Russian, and Ukrainian.

Python Madlibs Game

<https://github.com/mobleyem/PyMadLibs.git>

- Built using the Flask library in Python, this webpage allows you to input words that will be added to a puzzle on another page.