

Andie Stokes

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Certified project professional with 10+ years of cross-functional experience spanning healthcare, education, and case management. Backed by PMP, CAPM, SAFe POPM, and CSM certifications, I bring a structured yet adaptable approach to project coordination, process improvement, and stakeholder collaboration. Skilled in supporting remote and international teams, facilitating clear communication, and simplifying complex workflows to keep projects on track. With additional training in full-stack development and advanced academic coursework, I bridge the gap between technical and non-technical teams to deliver impactful, user-focused results.

Skills

- Project & Program Management (PMP, Agile, Scrum, SAFe)
- Stakeholder Communication & Cross-Functional Collaboration
- Process Improvement & Change Management
- Problem Solving & Critical Thinking
- Data Analysis & SQL Queries
- Tools: JIRA, Asana, Monday.com, MS Excel/PowerPoint
- Technical: HTML, CSS, JavaScript, Python
- Languages: English (Native), Spanish & Korean (Basic)

Professional Experience

Project Coordinator - Purple Magnet Productions, remote	10/2024 - present
<ul style="list-style-type: none">Coordinated end-to-end production schedules across multiple departments, ensuring all project deliverables were met with precision.Acted as the central point of communication between creative teams facilitating smooth workflow and issue resolution.Managed pre-production logistics for productions ranging from short-form digital content to large-scale campaigns.Led weekly production meetings to provide status updates and propose actionable solutions to stay on track.Assisted in managing contractor relationships, negotiating rates, and ensuring compliance with contractual obligations.Contributed to creative brainstorming sessions and provided logistical input to turn conceptual ideas into actionable plans.	
Case Manager - State of Alabama, remote	10/2023 - 10/2024
<ul style="list-style-type: none">Boosted processing efficiency by 25%, leading to enhanced delivery for over 50 clients monthly.Prepared reports and presentations for internal teams, contributing to 99% compliance in audits.Facilitated collaboration with legal, healthcare, and social entities via phone or email to meet service timelines.Collected feedback to enhance internal systems, resulting in 50% faster case resolution rates.	
English Teacher & Literacy Coach - Private English Academy, South Korea	10/2019 - 05/2023
<ul style="list-style-type: none">Managed curriculum and instruction for 100s of students annually, improving test outcomes and retention.Coordinated cross-functional efforts between academic, admissions, and marketing teams, increasing student onboarding.Designed brochures and landing pages that improved program visibility and conversion rates.	
Certified Pharmacy Technician - CVS Health, multiple locations	10/2013 - 08/2019
<ul style="list-style-type: none">Supported high-volume pharmacy operations across AL, TN, and TX.Implemented workflow improvements that enhanced efficiency and trained junior staff on best practices.	

Education

Full Stack Web Development Bootcamp - wCoding	01/2023 - 05/2023
B.S. Human Environmental Sciences - The University of Alabama	01/2013 - 01/2018
Completed 15 credit hours toward Masters of Management - Lipscomb University College of Business	01/2015 - 01/2016
Completed 76 credit hours toward Doctor of Pharmacy (PharmD) - Lipscomb University College of Pharmacy	01/2015 - 01/2016

Certifications

SAFe Product Owner/Product Manager (POPM) - Scaled Agile	08/2025
Project Management Professional (PMP) - Project Management Institute	07/2025
Certified Associate in Project Management (CAPM) - Project Management Institute	04/2025
ChatGPT for Project Management - Vanderbilt University	02/2025
Certified Scrum Master (CSM) - Scrum Alliance	01/2025