

Andie Stokes

Seattle, WA • (+1) 778 877 8462 • andieleestokes@gmail.com • linkedin.com/in/andiestokes • github.com/namjooningonline • andie.netlify.app

Certified project professional with 10+ years of experience across a diverse range of fields. Backed by PMP, SAFe, and CSM certifications with a flexible, adaptable approach. 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, skilled at connecting technical and non-technical teams to deliver user-focused results.

Skills

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

Professional Experience

Project Coordinator - Kinetic Software Inc., remote	12/2025 - present
<ul style="list-style-type: none">• Maintain and monitor project plans, schedules, work hours, budgets, and expenditures using project management tools.• Organize, attend, and actively participate in stakeholder meetings.• Document and follow up on important actions and decisions from meetings, both internally and externally.• Assist with the organization and delegation of sales related tasks, such as RFP administration,• Work with customers across the USA and Canada, and on occasion globally.	
Project Coordinator - Purple Magnet Productions, remote	10/2024 - 11/2025
<ul style="list-style-type: none">• Directed cross-departmental schedules, achieving a 98% on-time delivery rate for project milestones.• Served as the primary liaison between creative, production, and leadership teams, enabling 25% faster issue resolution.• Oversaw end-to-end pre-production logistics for productions ranging from digital shorts to large-scale campaigns reaching 500K+ views.• Managed project budgets and vendor contracts, negotiating cost reductions of 10-15% while maintaining quality.	
Case Manager - State of Alabama, remote	10/2023 - 10/2024
<ul style="list-style-type: none">• Streamlined case management processes, improving efficiency by 25% and ensuring timely service delivery for 50+ clients per month.• Developed and presented reports to internal stakeholders, supporting 99% audit compliance across state-mandated programs.• Coordinated with cross-functional partners, including legal, healthcare, and social service providers, to meet critical timelines.• Implemented feedback-driven process improvements, accelerating case resolution times by 50%.	
English Teacher & Literacy Coach - Private English Academy, South Korea, hybrid	10/2019 - 05/2023
<ul style="list-style-type: none">• Managed curriculum design and instruction for 100+ students annually, driving measurable improvements in test outcomes and retention.• Coordinated initiatives across academic, admissions, and marketing teams, streamlining onboarding and increasing student enrollment.• Developed program materials (brochures, landing pages, and learning resources) that boosted program visibility and conversion rates.	

Education

Full Stack Web Development Bootcamp - wCoding	01/2023 - 05/2023
B.S. Human Environmental Sciences - The University of Alabama	08/2013 - 05/2018
Completed 15 credit hours toward Masters of Management - Lipscomb University College of Business	08/2015 - 05/2016
Completed 76 credit hours toward Doctor of Pharmacy (PharmD) - Lipscomb University College of Pharmacy	08/2015 - 05/2016

Certifications

SAFe Product Owner/Product Manager (POPM) - Scaled Agile	09/2025
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