

Andie Stokes

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

Certified project professional with 10+ years of experience across healthcare, education, and case management. Backed by PMP, CAPM, SAFe POPM, 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 / Project Manager - Purple Magnet Productions, remote 10/2024 - present

- 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.
- Facilitated weekly production meetings, driving alignment and reducing bottlenecks by 30%.
- Managed project budgets and vendor contracts, negotiating cost reductions of 10-15% while maintaining quality.
- Guided creative brainstorming sessions, translating conceptual ideas into structured, actionable project plans.

Case Manager - State of Alabama, remote 10/2023 - 10/2024

- 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

- 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.

Certified Pharmacy Technician - CVS Health, AL, TN, TX 10/2013 - 08/2019

- Supported high-volume pharmacy operations across retail locations, ensuring accuracy, compliance, and patient satisfaction.
- Implemented workflow enhancements that improved efficiency and trained junior staff on best practices, strengthening overall performance.

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