

# Andie Stokes

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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

  - 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

  - 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

  - 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.

## 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