

TALL GIRAFFE

Email: tall.giraffe@email.com | Phone: +321 654 0987 | Location: Hybrid

Summary:

Resourceful Project Manager with 6+ years of experience leading cross-functional teams in delivering IT projects on time and within budget. Skilled in Agile/Scrum methodologies, stakeholder communication, and risk management.

Skills:

- Agile, Scrum, Kanban
- Project Scheduling & Budgeting
- Jira, Trello, Microsoft Project
- Risk Assessment & Mitigation
- Team Leadership

Experience:

IT Corpo – Project Manager

Feb 2021 – Present

- Managed a portfolio of 8 enterprise software projects with budgets totaling \$1.2M
- Implemented Agile workflows that reduced delivery delays by 30%
- Regularly communicated with stakeholders to ensure project transparency

DevFirm – Associate Project Manager

May 2018 – Jan 2021

- Supported senior PMs in coordinating timelines, scope, and deliverables
- Helped organize sprint planning and daily standups across 3 product teams
- Assisted in developing project documentation and reporting metrics

Education:

Bachelor of Science in Information Systems

Tech University of Fakenation, 2014 – 2018

Certifications:

Certified ScrumMaster (CSM)

PMP – In Progress