

Sofia Flores

Miami FL • (123) 456-7891

sflores@email.com

SUMMARY

Experienced and competent Technical Program Manager with more than 15 years of experience applying a technical background to exceed engineering and business needs.

EDUCATION

LONGFORD TECH

Aug '99 - Dec '02

Bachelor of Engineering in Computer Science

Certified Scrum Master

EXPERIENCE

CLOUD CLEARWATER, Technical Program Manager

Apr '13 - Jan '20

- Send weekly meeting and progress reports to stakeholders and teams
- Collaborate with customers and vendors to ensure high-quality products that adhere to schedule timelines and meet budget guidelines
- Implement and review test plans, data, and reports to ensure product complies with requirements

TRADELOT, Technical Program Manager

Dec '07 - Apr '13

- Liaised between internal and external team members and customers
- Developed timing and mitigation plans to meet financial, scheduling, and performance requirements
- Created and maintained clear, concise project plans and developed strategies to meet deadlines

SKILLS

- Customer service