THERA MONTAGUE

Junior Project Manager

@ CONTACT

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- 📞 (123) 456-7890
- 📍 Pittsburgh, PA
- in LinkedIn

🎓 EDUCATION

Bachelor of Science
Business Administration

Carnegie Mellon University

- 📅 2016 - 2020
- 📍 Pittsburgh, PA

⭐ SKILLS

- Microsoft Project
- Monday.com
- Asana
- Trello
- Basecamp
- JIRA
- Wrike
- Smartsheet
- ClickUp
- Notion

👤 WORK EXPERIENCE

Junior Project Manager
The Crossroads Group

📅 2024 - current   📍 Pittsburgh, PA

- Collaborated with three cross-functional project teams via Asana, **expediting project delivery by 12 days** on average
- Designed a risk assessment matrix in Wrike, identifying potential delays early and preventing schedule overruns by an average of 17%
- Developed a task automation workflow in ClickUp, saving an estimated 6.3 hours per week in manual status updates
- Spearheaded the adoption of JIRA, increasing issue-tracking efficiency and reducing resolution times for project blockers

Project Analyst
Wiverse

📅 2022 - 2024   📍 Pittsburgh, PA

- Analyzed project risk reports on JIRA, identifying high-priority risks and **mitigating potential losses of $64,122** a year
- Implemented an automated reporting system in Smartsheet, reducing manual reporting time by 6% per week across all project managers
- Supervised project tracking enhancements using Basecamp, leading to a 13% decrease in missed deadlines across key client projects
- Ordered improvements to Notion documentation practices, cutting down time spent searching for project-related files by an estimated 5.8 minutes per query

Project Coordinator
Specified Systems Inc.

📅 2020 - 2022   📍 Pittsburgh, PA

- Superintended daily stand-up meetings using Monday.com, ensuring smooth coordination between teams and reducing project miscommunication incidents
- Systematized vendor management in Microsoft Project, reducing procurement delays and preventing estimated losses of $48,212 in supply chain disruptions
- Employed Trello to create a centralized project calendar, allowing for real-time updates and **reducing meeting scheduling conflicts by 58%** within the first six months
- Directed the implementation of Basecamp for document management, cutting down on duplicate files and saving an average of 8.2 hours per project