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| Marika Bacchus  Lawton, Oklahoma · 347 564 3089  marikabacchus@gmail.com ·[linkedin.com](http://www.linkedin.com/in/marikabacchus) |
| Focused Project Manager with 5 years of expertise and adept at planning, directing and maintaining continuous operations in various departments and applying creative and analytical approaches to operations for continuous process improvement. Skilled at identifying or anticipating problems and providing solutions. Excels through mentoring, training and empowering teams to excel in performance. CertificationsFEb 2022Google Project management Professional certificate, Courserafeb 2022-feb 2024Certified scrum master, scrum allianceSkills  |  |  | | --- | --- | | * Scrum * Asana * Agile Methodologies * Salesforce * Microsoft Outlook * Project Planning * Project Coordination | * Jira * Confluence * Microsoft Project * Google Suite * Kanban * Agile Project Management * Microsoft Teams | |

# Experience

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| NOv 2019 – PresentSecond Lieutenant, Us Army Active-Duty Field Artillery Officer |
| Jan 2019– Nov 2019Grants and Compliance Manager, Children Of Promise  * Managed over 50 projects simultaneously through its project life requirements in project charters, project plans, work breakdown structure and project communication plans. * Prepared budgets based on scope of work and resource requirements and tracked project costs in order to meet budget. * Processed daily, weekly and monthly reporting to ensure all schedules ran smoothly, all jobs were completed as prescribed.  Mar 2018 – JAN 2019PROject COORDINATOR, CHARLES SCHWAB  * Manage project documentation in SharePoint and Confluence * Produce project financials; track resource allocations and actuals; assist with managing forecasts, reconciliation to actuals, and invoice processing * Facilitate project meetings and collaboration with Scrum Teams and stakeholders * Publish meeting agendas, take meeting minutes, track risks and issues |
| apr 2017 – mar 2018Grants and contracts Associate, CASA  * Supervised and mentored junior contract management staff with varying projects and supporting contract evolution and relevance. * Participated in project meetings and then followed-up with meeting tasks and to-do lists. * Identified contract and commercial risks, proposing appropriate mitigation strategies or solutions for management approval. * General administrative duties required to support the project management team. |
| JUly 2016 – Mar 2017Grants and Contracts Assistant, legal aid Society  * Successfully completed special projects to exceed goals of both Grants department and   overall organization.   * Reviewed, followed-up and validated all milestone deliverables. * Communicated and accurately conveyed information to all relevant stakeholders in a concise and clear manner. |
| may 2016 – jul 2016temp program coordintor, schomburg center for black culture  * Managed 3 special projects and collaborated in planning and coordinating. * Checked and completed program logs for accuracy and education stats in order to submit for research and program monitoring. * Pitched and built new programming strategies and one-off feature shows to boost audience interests and diversify offerings. |
| sept 2015 – may 2016Research project assistant, alan alda center  * Summarized search results by preparing written reports, graphs, fact sheets and tables. * Organized research from start to finish by designing effective questionnaires and data entry procedures. * Implemented programs to increase public education of empathy and science and share newly developed research findings. |
| sept 2013 – may 2015teachers assistant, stony brook university  * Observed 40-50 students' performance and recorded relevant data to assess progress each semester. * Presented subject matter to 40-50 students under the direction and guidance Professors. * Prepared lesson materials, graded exams, recorded scores, bulletin board displays, exhibits, equipment, and demonstrations. |
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# Education

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| Aug 2016MA: Public Policy, Stony Brook University |
| May 2015BA: Philosophy, Stony Brook University |