

# Olivia Wilson

I am an IT project manager with holistic knowledge of software development and design. I am also experienced in coordinating with stakeholders.

## Skills Summary

Project Management  
Software Development  
Budgeting and Cost Analysis  
Enterprise Resource Planning  
Staff and User Training  
Process Improvement

## Work Experience

### Project Manager Westheon FGW

Oct 2017 – present

- Conduct day-to-day project coordination, planning, and implementation across multiple teams
- Create functional and technical application documents

### Senior UX Designer Pixelpoint Hive

Jan 2014 – Sept 2017

- Managed complex projects from start to finish
- Collaborated with other designers
- Translated requirements into polished, high-level designs

## Educational History

### HGFZ Graduate Center Masters of Arts

Jan 2013 – Dec 2014

- Masters in Project Management – Studied project planning, coordination, and ethics
- Worked with various startups on launching new apps and services

### Cliffmoor College Bachelor of Arts

Dec 2008 – Dec 2012

#### BA Product Design

- GPA: 3.26
- Minor in Management
- Thesis involved studying several technology companies and optimizing their product design process

## Awards Received

- Most Outstanding Employee of the Year, Pixelpoint Hive (2015)
- Best Mobile App Design, HGFZ Graduate Center (2014)
- Design Awards, Cliffmoor College (2012)" 159

## Contact me at:

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