TECHNICAL PROJECT MANAGER

SEDA CALISKAN LANCASTER

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Summary

Technical Project Manager who is adaptable and proficient in Jira with a background in Animation & Visual Effect and Producing.

Skills

Technical Skills
- Information Technology - HTML - CSS - Machine and Software Learning

Management Tools
- Predictive and Agile Methodologies - Scrum Workflow - Jira - Asana - Slack - Trello - Shotgun

Project Management
- Stakeholder Management - Project Life Cycle - System Development Life Cycle - Project Documenting
- Estimating and Budgeting - Sponsor Concerns Management - Scheduling - Task Management - Risk Management

Experience

Technical Project Management Bootcamp, Thinkful, Remote   **2021 - Present**
- Ran two mock projects. | [Project Documents](#)
- Created the Project Charter, SDLC document, and RACI chart.
- Produced the Master Requirements Document, Requirements Management Plan, Requirements Register and Requirements Traceability Matrix documents for a new XYZ Company website.
- Prepared a Project Purpose Statement, Project Roadmap and a Release Plan for a new app.
- Created Sprints, Epics and User Stories on Jira.

Group Fitness Instructor, 1 Tribe Fitness Club, Danville, CA   **2018 - Present**
- Regularly teach certified cardio and high intensity interval training classes.
- Develop emotional awareness and positive relationships with participants by teaching challenging and motivating group fitness classes.
- Script choreography notes to communicate safely and effectively with the class participants.
- Collaborate with other instructors regularly through meetings and events.
- Facilitate all member requests.

Animation Producer, StudioX, San Francisco, CA   **2018-2020**
- Led collaboration of six team members and communicated on a regular basis to ensure that the deadlines were met.
- Worked with the supervisor closely and tracked changes and needs for the project on Shotgun.
- Created the daily stand-ups for the team and supervisors.
- Helped team members resolve technical issues in Maya and Nuke.

Education

Academy of Art University, San Francisco, CA   **2016 - 2020**
- BFA, School of Animation & Visual Effects, emphasis in Texturing & Lighting

Languages

- English, Turkish