

SEBASTIAN RAZNY - TECHNICAL PROJECT MANAGER

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SUMMARY

Motivated Technical Project Manager with a strong drive for process improvement and achieving results. Demonstrated expertise in effectively initiating, designing, planning, executing, monitoring, and successfully completing projects within designated timelines and budgetary constraints. Highly effective communicator and collaborator with over 10 years of experience successfully executing technical projects and events.

TECHNICAL SKILLS

Software: Information Technology, HTML, CSS, Machine and Software Learning

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

Additional Skills: Stakeholder Management, Project Life Cycle, System Development Life Cycle, Project Documenting, Estimating and Budgeting, Sponsor Concerns Management, Scheduling, Task Management, Risk Management

TECHNICAL PROJECT MANAGEMENT PROJECTS

Project Charter | Chegg Skills | [Link](#) 04/2024

- Project organization documents - project charter, RACI chart, and requirements management documents.
- Agile methodologies, identified stakeholders, budget estimation, requirements discovery, constraints identification, risk management, project scheduling, constraints management.
- Technology: Gantt Charting, Google Suite, Microsoft Excel

Communications Management Plan | Chegg Skills | [Link](#) 06/2024

- Developed communications plan, constraints, requirements, flowchart, meeting guidelines, escalation process, stakeholder communications requirements, leadership statement, team operational guidelines.
- Gathered information for the project kickoff meeting, created a communications approach, set team leadership guidelines, utilized public speaking and group facilitation skills to lead a project kickoff meeting.
- Technology: Zoom, Google Docs, Google Slides, Google Spreadsheets

Budget and Scheduling | Chegg Skills | [Link](#) 08/2024

- Coordinated details of budgeting, calculating cost and schedule earned value formulas, creating a project schedule. As well as, plan and lead status update presentation for senior management.
- Stakeholder management, forecasting, budget management, and oral communication skills
- Technology: Repl.it, Github, Google Docs, Excel and Google Sheets, Excel formulas, Google Slides, and Zoom

PROFESSIONAL EXPERIENCE

Memorial Sloan Kettering Cancer Center New York, NY

Lead AV Tech 05/2013 - Present

- Manage technology for conference center across 4 buildings with rooms ranging from small collaboration spaces to auditoriums seating over 300 people
- Increase internal revenue by 27% by modifying charges for services and technology
- Responsible for upgrading 48 conference rooms for video conferencing by installing standardized user friendly designs resulting in user satisfaction increase by 240%
- Decrease communication errors between clients and coordinators by 62% by continuously improving technical requirements gathering between team clients
- Coordinates and plans with external teams on technical and logistical solutions to execute hybrid events including hosting speakers (i.g. surgeons, scientists) from around the globe with up to 6500 live online viewers

EDUCATION

Chegg Skills Online

Certificate, Technical Project Management 03/2024 - 08/2024

- Comprehensive program encompassing technical project management, including timelining, budgeting, networking, and team motivation, learned through readings, assignments, presentations, and mentorship sessions.
- Areas of study included Scrum workflow, Agile methodologies, SDLC, stakeholder management, conflict management, budget management, training and development, problem-solving, negotiation, sales, forecasting, WBS, scheduling, B2B, quality assurance, project planning, risk management, Jira, project structure, and deliverables.

CUNY Hunter College
BA, Media Studies

New York, NY
05/2010