**JENNIFER ANYIKUDE (CSM)**Manassas, Virginia 20109 • 202.558.8471 • [jenniferanyikude@gmail.com](mailto:jenniferanyikude@gmail.com)

SCRUM MASTER | COACH | PROJECT MANAGER | LEADERSHIP

**AREAS OF EXPERTISE**Scrum Master, Project Management, Event Planning, Technical Writing, Program Management, Case Management

**EDUCATION**Master of Healthcare Administration - University of Maryland Global Campus, 2020  
Master of Science, Health Education and Promotion - Walden University, 2019  
Bachelor of Science, Exercise Sports Science - Frostburg State University, 2011

**TECHNICAL SKILLS**Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Microsoft Teams, Zoom, Sharepoint, O365, Google Workspace, Jira Fundamentals, SQL, Jira, Agile Methodologies, Salesforce

**CERTIFICATIONS**Scrum Master Certified (CSM) - Scrum Alliance  
Secret Security Clearance – Current

**PROFESSIONAL EXPERIENCE**

**IT Auditor -- Sikich LLP Jan 2023 – Current**

*Evaluate the client's information technology (IT) systems, processes, and controls to ensure they are effectively managing risk, complying with regulations, and supporting the organization's objectives. I play critical role in safeguarding the organization's data and information assets.*

* Identify and assess IT-related risks within an organization. This includes understanding the potential impact of IT failures, security breaches, and compliance issues.
* Develop audit plans and procedures based on risk assessments, ensuring that audits are focused on high-risk areas. These plans include defining the scope, objectives, and timeline for the audit.
* Examine the client's security and privacy controls, including access controls, configuration and change management, system and communications protection, and data integrity checks. Then evaluate the effectiveness of these controls in mitigating risk.
* Ensure that the organization is compliant with relevant laws, regulations, and industry standards such as FISMA, HIPAA, and NIST cybersecurity framework.

**Adapted Physical Education Program Manager -- Prince George County Public Schools 2017 - 2022**

*Resource coordinator and consultant. Assessed data, identify trends, and present data in comprehensive dashboards. Provided data analytics and expertise with major policy and programmatic initiatives. Assessed the learners in relation to their peers. Evaluated and analyze the services given and make any changes where needed to enhance the program's objectives. Provide individual or small groups of students with adapted physical education instruction that meets desired physical needs or goals.*

* Prescribed IEPs when needed and inform parents of next steps and activity goals.
* Analyzed data to identify trends, patterns, and progress towards key performance metrics.
* Provided data analytics and expertise with major policy and programmatic initiatives.
* Plan and lead the execution of work planning, scheduling, budgeting, metrics, training, pilots, and resources.
* Maintained thorough student records to document attendance, participation, or progress, ensuring confidentiality of all records.

**Project Manager -- Boston Properties 2015 - 2017**

*Supervised and oversaw facility operations and staff. Managed, implemented, and coordinated programs and events. Evaluated efficiency and results of programs conducted within the facility. Promoted individual and group growth by encouraging professional development both internal and external. Created and prepared promotional materials for events and activities. Implemented social media marketing for the facility.*

* Organized health, wellness and fitness programs and events for individuals and in-group settings.
* Ensured maintenance and inspection of equipment to meet health and safety regulations.
* Developed, coordinated, and promoted fitness and wellness programs to benefit patients and patrons of the fitness division.
* Collaborated effectively with Finance and Operations to monitor sales reports, sales forecasts, sales trends, and pricing trends, which increased gross margins and resource and equipment utilization.
* Quickly built repore with all levels of management and significantly improved relationship between IT and business.
* Create process flows and procedures, and maintain updates within the Policy and Procedure Manager.
* Perform detailed research of payments and escalation issues as needed.
* Prepare the reconciliation for deposits, transactions, and approve blanket purchase request as needed.

**Assistant Program Manager -- Federal Occupational Health 2012 - 2015**

* Established and maintained project plans for NBIA (New Business Initiative Approval) and Compliance projects respectively, capturing all milestones. Guided the team on resource requirements, methodologies, tasks, dependencies, deliverables, risks, and other issues through the life of the project.
* Created business process and procedures to ensure compliance with the business processes. Generated Risk Management plans for different projects and constantly reviewing and updating project schedule
* Worked with vendors to establish process controls and data systems to improve the submission of daily ad hoc configuration changes by suggesting changes to vendor run procedures, establishing checks and balances within the organization, and creating deadline criteria for execution
* Utilized Microsoft project and Jira to support project managers with projecting, scheduling, documenting and applying cost controls to effectively manage budgets and organize projects. Defined clear targets and key performance indicators and communicated them to other team members.
* Conducted vigorous vendor management procedures to ensure company needs were met, in adherence to NAID, compliant with PCI, and government laws, rules, and regulations. Provided expert counsel to internal and external stakeholders regarding effective data management, security policies/procedures, and maintaining compliance with audit and federal guidelines.
* Recognized for superior performance with a promotion from Project Risk Specialist to Assistant Project Manager

**VOLUNTEER EXPERIENCE**

**HR Program Coordinator [Internship] -- Prince George County MD Schools 2019 – 2020**

* Enforced Kanban principles as a scrum master that resulted in reduction of Cycle time by 20% thus increasing team's throughput in less than 8 weeks.
* Enabled improvement in team delivery commitments and capacity planning for sprints by identifying & tracking hidden tasks that increased customer satisfaction.
* Coach team in areas of product quality, team collaboration, predictability, transparency, and an efficient workflow.
* Removed obstacle for the team by escalating an issue to leadership resulting in early delivery of customer issue solution. Customer provided positive feedback.
* Facilitated scrum ceremonies, meetings, and the scrum process to create efficiency