

# STEFANIE EIFERT, PMP

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**LINKEDIN:** [www.linkedin.com/in/stefanie-eifert-pmp-3530148](https://www.linkedin.com/in/stefanie-eifert-pmp-3530148) | **WEBSITE:** <https://github.com/stefeifert/Responsive-Portfolio>

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## **Certified Project Management Professional in digital and print media with a decade of experience in leading and directing projects from inception to deployment**

- ✓ Articulate, motivated communicator able to work autonomously or as part of cross-functional teams to proactively manage projects under tight deadlines, and successfully troubleshoot and resolve issues with maximum efficiency using best practices.
- ✓ Easily understand and adapt to new systems and accustomed to changing roles and environments.
- ✓ Noted by vendors, staff and supervisors as hardworking and efficient, with a keen attention to detail; promoted twice within career history.

## **MANAGEMENT SKILLS**

- Defining project scope
- Schedule and change management
- Workflow planning and process improvement
- Risk assessment and management
- Allocating and managing resources
- Multi-unit operations management
- Quality and cost control
- Domestic and international client-facing and vendor relationship management skills
- Solid proofreading and editorial skills

## **TECHNICAL SKILLS**

- Microsoft Office Suite/MS Project; Workfront, Basecamp, Salesforce, SharePoint, Google Docs; Adobe Creative Cloud and Acrobat; digital asset management, UI/UX interface
- HTML, CSS, Bootstrap, JavaScript, jQuery, wireframes, media queries, APIs, JSON, AJAX, Node.js, Express.js, React.js, React Native, MongoDB, C#, GIT/Github/Github Project, MySQL, Firebase, QA testing

## **EXPERIENCE**

**PROJECT MANAGER/WEB DEVELOPER** | 1/2019 to 4/2019  
**Georgia Institute of Technology · Atlanta, GA**

**“Beer Quest” Project** | [https://stefeifert.github.io/Beer\\_Quest](https://stefeifert.github.io/Beer_Quest)

**Project Manager**

*An app that locates craft breweries based on your current location or another location*

- Supervised a team of programmers and developers.
- Delegated tasks and conducted stand up and status meetings.
- Tracked progress and successful deployment via Github Project and led PowerPoint presentation to class.

**PROJECT COORDINATOR** | 12/2017 to 12/2018  
**Benson Integrated Marketing Solutions · Alpharetta, GA**

- Client liaison for project management and production of marketing collateral, signage, apparel and promotional items for national/international property management companies with an annual revenue of \$30M a year, with project budgets in excess of \$500K.
- Modified layouts and promotional techniques to drive sales.
- Enhanced customer satisfaction ratings to 97% by resolving issues efficiently.

**PROJECT COORDINATOR | 03/2016 to 12/2017**

**Grizzard Communications · Atlanta, GA**

- Increased process improvement initiatives and reviewed problems for corrective action to boost functionality and work flow.
- Executed on-time, under-budget project management on complex issues for senior leadership and local/national departments.

**PROJECT MANAGER | 02/2013 to 02/2015**

**RR Donnelley for Morgan Stanley, Creative Services · New York, NY**

- Our team successfully completed over 2,000 projects a month on average with an on-time delivery rate of 99% and productivity rate of over 95% monthly.
- Defined and initiated projects and managed costs, budgets, schedule and project performance while ensuring the success of the projects.

**PROJECT MANAGER | 02/2012 to 02/2013**

**e-Integrity · Stratford, CT**

- Promoted within 6 months from Graphics Production Specialist to Project Manager.
- Supervised the process for uploading, editing, organizing and accurately storing client digital assets and files.
- Composed and edited instructional and user interface manuals for clients and led online client demos; served as t primary customer relationship manager.
- QA of client websites and online products to meet client specifications and functionality.

**SENIOR PRODUCTION MANAGER | 11/2007 to 02/2012**

**StayWell Consumer Health Publishing · Stamford, CT**

- Production Lead for Harvard Health Publications.
- Successfully kept printer pricing consistent and prevented increases over the span of my career.
- Tracked paper inventories at several printing locations nationwide to save StayWell over \$60,000 a year and earned an additional \$25,000 in paper rebates.
- Saved the company over \$20,000 annually in previous freelance design fees in doing design work myself.

## **EDUCATION AND CERTIFICATIONS**

**Georgia Institute of Technology · Atlanta, GA**

**Master Certificate in Full-Stack Web Development, Spring 2019**

*Intensive, 3-month long full-time boot camp dedicated to designing and building web applications using front- and back-end technologies.*

**Master Certificate in Project Management, Fall 2018**

*Over 80 hours of classwork in project management fundamentals and best practices.*

**Project Management Institute (PMI) | PMP Certification, 2018**

**Drew University · Madison, NJ | Bachelor of Arts**

*Cum Laude*