**STEFANIE EIFERT, PMP**

[stef.eifert@gmail.com](mailto:stef.eifert@gmail.com) **|** +01 646.541.8348 **|** Decatur, GA 30033   
**LINKEDIN**: [www.linkedin.com/in/stefanie-eifert-pmp-3530148](http://www.linkedin.com/in/stefanie-eifert-pmp-3530148) **| WEBSITE:** https://github.com/stefeifert/Responsive-Portfolio

**………………………………………………………………………………………………………………………………………………………………**

**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**           **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*