ELEANOR MATTHEWS

Digital Project Manager

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📞 (123) 456-7890

📍 San Francisco

in **LinkedIn**

EDUCATION

Bachelor's of Science
Information Technology
Stanford University

📅 2009 - 2013

📍 **Stanford, CA**

SKILLS

- Microsoft Project
- Slack
- Google Analytics
- WordPress
- ProjectManager
- Agile Methodoligies
- Slack
- Salesforce
- Jira
- Qualifio
- Git

CERTIFICATIONS

- Project Management Professional (PMP)

WORK EXPERIENCE

Digital Project Manager

Airbnb

📅 2019 - current   📍 San Francisco, CA

- Completed 47+ projects within timeline, budget, and scope with a success rate of 97%
- Managed an $11M project budget using ProjectManager, achieving 14% cost saving through vendor negotiations and strategic procurement
- Incorporated client-specific insights from Google Analytics, achieved an average of 97% client satisfaction rating and 31% increase in referral business
- ***Boosted team productivity by 21%*** through embracing Agile methodologies, which reduced project delivery time by 37%

Digital Project Team Lead

Oracle

📅 2015 - 2019   📍 Redwood City, CA

- Overhauled client website design, which boosted conversion rate by 41% and ***increased organic traffic by 37%***
- Streamlined team communication on Slack for seamless workflows and task delegation, resulting in a 13% decrease in project delivery time
- Achieved an average score of 98% for multiple project KPIs, measured through reduced delivery time and meeting project goals
- Tracked and incorporated client feedback using Jira and improved customer retention by 32%

Digital Project Specialist

Electronic Arts (EA)

📅 2013 - 2015   📍 Redwood City, CA

- Accelerated the completion of 11+ digital games using Git and achieved an average 4.7 out of 5 user rating
- Enhanced in-app purchases by 32% by spearheading targeted monetized strategies
- Introduced a gamers loyalty module via Qualifio, ***resulting in a 47% jump in daily active users***
- Resolved 67+ bugs during the QA process that resulted in a 23% decrease in player-reported issues