

Wilfredo Lebron Jr.

Laurel, Virginia
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IT Project Management

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[Linkedin](#)

Summary

Bilingual Technical **Project Manager** proficient in process and team management. Over 5 years of experience in risk management and financial reporting which has allowed me to become especially skilled in multitasking and reading situational needs. I also have a strong background in driving stakeholders to a common goal.

Skills

Language: Bilingual English/Spanish, translator, document translation

Project Management Skills: Stakeholder management, estimating and budgeting management, managing sponsor concerns, System Development Life Cycle (SDLC), project life cycle, enterprise resource planning, database management, and risk management

Technical Skills: Google Drive, Microsoft Word, PowerPoint, Excel, Slack, Zoom, Jira

Projects

Fido's Friend Finder | [Project](#)

- Fido Friends Finder App to find safe, interactive dog trails for pets and families.
- Used PowerPoint and a shared Google Drive as well as personal engines of highest quality.

XYZ Website revamp | [Project](#)

- Created a project charter to manage timeline and assigned tasks.
- Produced visual charts and graphs, providing essential data for stakeholders and team.
- Built using Office, Google Drive, Zoom, HTML, CSS, Bootstrap, as well as original works done by our team like our SDLC flow chart, project charter, and requirements traceability matrix, requirements management plan, RACI, requirements register.
- Collaborated utilizing Zoom for meetings and scrum master log to keep informed on projects.

Experience

Jr Shop Manager

Brooklyn, NY

Perfect Blinds & Drapery

2011-2021

- Increased customer base by 10% via rezoning sales territory and maximizing our community outreach.
- Promoted customer and employee satisfaction by keeping a rigorous on-time commitment and open communication within the team.
- Increased customer sales by 15% a month by performing exemplary customer or client services including problem solving, hands-on assessments recommendations.
- Managed project budgets for individual and corporate projects ranging from \$1-100,000.
- Created and managed financial reports, schedule, cost, resources, and risks and developed artifacts that formally authorize the existence of a project.

Education

Thinkful

Remote

Certificate, Technical Project Management

July 2021

- Completed a high-impact, twelve week immersive technical project management bootcamp.
- Technical project management.
- Project charter, SDLC checklist, RACI chart, TASC model, requirements management plan, product backlog, sprint planning, stakeholder management plan, communication management plan, conflict management, risk register and project management plan.

University of Phoenix

Brooklyn, NY

Associate of Arts in Business Management

2019