ZACH SPANGLER, PMP

Pittsburgh, PA | info@zspangler.com | LinkedIn

PMP Certified Project Manager with 4+ years of owning all stages of the project lifecycle to deliver projects that exceed expectations on time and under budget.

CORE COMPETENCIES

- Project Management
- Communication Management
- Stakeholder Management
- Scope Management
- Risk Management
- Change Management
- Continuous Improvement
- Service Delivery
- Technical Proficiency

PROJECT MANAGEMENT EXPERIENCE

Project Manager, Broadridge Financial Solutions | Pittsburgh, PA   *Feb 2021 – Current*

- Generated $2M+ annual recurring revenue by leading 50 client software implementations
- Reduced implementation time and future rework by creating standard operating procedure documentation, writing template SQL queries, and building automation into setup processes
- Increased reporting efficiency by 80% through designing and producing automated data analysis solutions utilizing Power BI, SQL, and PowerAutomate
- Reduced cyber security risk exposure by 20% by leading a cross-functional team to migrate 90 client SFTP sites to a newer software
- Reduced monthly operational effort by 25 hours by creating SQL and leading the development team to implement batch automation for 80 clients
- Increased speed of project risk identification by an average of 10% by creating schedule tracking formulas for standard project milestones
- Created and maintained over 50 documents and templates in Jira, Confluence, and SharePoint through the use of continuous improvement principles
- Instituted PMBOK methodologies by utilizing key project artifacts: Project Charters, Project Plans, Project Schedules, Stakeholder Communication Plans, Status Reports, Project Closures, etc.

Events & Project Manager, Lynchburg Regional Business Alliance | Lynchburg, VA   *Jan 2020 – Oct 2020*

- Successfully executed high-profile events, exceeding attendance expectations by an average of 10% and generating an extra $45,000 total in profit
- Increased membership retention by 10% through leading teams to create social media campaigns and implementing additional ChamberMaster (CRM) software features
- Reduced contracted operational costs by an average of 15% per event through careful procurement management and budget-controlling practices
- Increased event awareness and knowledge by leading the marketing team in the creation of digital and physical media content
- Developed & delivered project documents for 15 events (budget, risk management, event logistics, personnel scheduling & instruction)

Project Manager, Central Virginia Workforce Development Board | Lynchburg, VA   *Jan 2019 – May 2019*

- Recruited over 100 event volunteers in 30 days by creating and executing on resource management plan
- Improved second-day volunteer team performance by 50% by delivering training sessions from lessons learned
- Drove an average of 1,000+ monthly website visitors through management of the project marketing team on the development of a dedicated event website
- Managed stakeholder communication via weekly project status updates for 8 school systems and 50+ exhibiting companies

- Increased event awareness and promoted parking/traffic flow maps, efficient foot traffic flow, and facilities maps using Microsoft Visio

PROFESSIONAL EXPERIENCE

IT Assistant, MOOG Space & Defense Group | Blacksburg, VA *Oct 2020 – Feb 2021*
- Instituted new visual management processes for 5 different departments, including flowcharts, workflow diagrams, and floor plans
- Resolved an average of 5 weekly issues from the company-wide IT help desk as assigned through Jira
- Maintained Jira ticket data integrity by cleaning up and editing an average of 15 daily tickets
- Regression tested and troubleshot over 75 internal company sites in the development environment as part of a large server migration project
- Installed and upgraded software on machine tooling on the production floors of the plant

Logistics Coordinator, Seven Hills Food Company | Lynchburg, VA *May 2019 – Oct 2019*
- Redesigned workflows/processes to increase the efficiency of the administrative and shipping departments of the company
- Managed IT needs throughout the plant: networking issues, software installation, maintenance, and general computer issues
- Re-designed and implemented a new PLU/SKU system to encompass 1,000+ different product numbers
- Performed day-to-day front office activities (answering phones, printing and applying shipping labels, and printing/organizing invoices)
- Engaged in customer interactions every day both through delivery and walk-in customers

SKILLS

- Project Management
- SQL
- Microsoft PowerBI

- Microsoft PowerAutomate
- Microsoft Excel
- Microsoft Project

- Microsoft Visio
- Jira
- Confluence
- Python

EDUCATION, CERTIFICATIONS, & CONTINUED LEARNING

B.S. Business Administration - Project Management *Lynchburg, VA*
Liberty University *May 2020*

Project Management Professional Certification *Pittsburgh, PA*
Project Management Institute *Nov 2023*

Data Analytics Certification *Pittsburgh, PA*
Google *Nov 2022*

Power BI Essential Training *Feb 2023*
LinkedIn Learning

Getting Started with Python *Oct 2022*
LinkedIn Learning

Advance Your Career as an Individual Contributor *Mar 2022*
LinkedIn Learning

SQL Essential Training *Aug 2021*
LinkedIn Learning