JANE DOE

New York, NY • https://linkedin.com/in/janedoe

PROFESSIONAL SUMMARY

Project manager with 6 years leading cross-functional software and operations initiatives from intake through launch. Managed budgets up to $1.8M, coordinated teams of 12-30, and improved delivery predictability through risk reviews, clear ownership, and executive reporting.

EXPERIENCE

Project Manager

May 2021 – Present

Operations Technology Company

Managed $1.8M implementation program across product, engineering, operations, and training teams, launching 3 sites on schedule with zero critical go-live defects.

Built dependency and risk review cadence that surfaced 27 blockers early, reducing average escalation resolution time from 9 days to 3 days.

Standardized executive status reporting around milestone health, budget variance, and decision needs, improving steering committee approval speed.

Implementation Coordinator

Jul 2018 – Apr 2021

Regional Services Company

Coordinated 40+ customer deployments by aligning requirements, training, data migration, and support handoffs across distributed teams.

Reduced repeat implementation issues by 22% by turning post-launch findings into checklist updates and owner-specific acceptance criteria.

Maintained launch readiness tracker covering dependencies, open risks, customer decisions, and training milestones for each implementation wave.

EDUCATION

Public University

Nov 2016 – May 2018

Bachelor of Business Administration

SKILLS

Delivery: project planning, scope control, risk management, stakeholder management, budget tracking

Methods & Tools: Agile, Scrum, Jira, Asana, Smartsheet, dependency mapping, change management

Reporting: status dashboards, executive updates, RAID logs, post-launch retrospectives

CERTIFICATIONS

Project Management Professional (PMP) – Project Management Institute 2024

Certified ScrumMaster (CSM) – Scrum Alliance 2022