

MANAGER RESUME

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Summary

PMP-certified Project Manager with 8+ years of experience leading cross-functional teams and delivering complex projects on time and within budget. Proven expertise in Agile and Waterfall methodologies with a track record of managing portfolios exceeding \$15M, reducing operational costs by 25%, and improving team productivity by 40%. Skilled in stakeholder management, risk mitigation, and driving process improvements across enterprise-level initiatives.

Professional Experience

Senior Project Manager

March 2021–Present

AMAZON WEB SERVICES (AWS), Seattle, WA

- Lead portfolio of 12+ concurrent enterprise cloud migration projects valued at \$15M+, achieving 98% on-time delivery rate with budget variance under 3%
- Manage cross-functional teams of 25+ members including developers, engineers, and business analysts across multiple time zones
- Implemented Agile transformation initiative that increased team velocity by 40% and reduced sprint cycle time from 3 weeks to 2 weeks
- Orchestrate stakeholder communication strategies for C-suite executives, presenting ROI analysis and risk assessments to secure buy-in for \$8M infrastructure upgrade
- Reduced project operational costs by 25% through vendor consolidation, process optimization, and implementation of automated tracking tools
- Mentor team of 5 junior project managers, providing guidance on PMI best practices and certification preparation

Project Manager

June 2018–March 2021

MICROSOFT CORPORATION, Redmond, WA

- Managed end-to-end delivery of software development projects with budgets ranging from \$500K to \$5M, consistently meeting milestones and quality standards
- Spearheaded PMO standardization initiative, creating templates and governance frameworks adopted across 8 teams
- Facilitated daily stand-ups, sprint planning, and retrospectives for 4 Scrum teams, ensuring alignment with business objectives
- Identified and mitigated project risks, reducing project delays by 35% and preventing scope creep on 90% of projects
- Collaborated with product owners to define requirements and acceptance criteria, achieving 95% stakeholder satisfaction rating
- Negotiated contracts with external vendors and managed relationships to ensure SLA compliance and cost-effective delivery

Associate Project Manager

January 2016–June 2018

DELOITTE CONSULTING, San Francisco, CA

- Coordinated project activities for digital transformation initiatives across healthcare and financial services clients
- Developed comprehensive project plans, WBS, and Gantt charts using MS Project and Smartsheet for projects with 15+ workstreams
- Conducted post-implementation reviews and documented lessons learned, improving future project planning efficiency by 30%
- Assisted in budget tracking, resource forecasting, and variance analysis for projects ranging from \$250K to \$2M
- Facilitated change management processes including stakeholder assessments and training coordination for 500+ end users

Education

Master of Business Administration (MBA)

May 2015

Concentration: Technology Management and Operations • GPA: 3.8/4.0 • Honors: Dean's List
University of Washington, Foster School of Business, Seattle, WA

Bachelor of Science in Business Administration

May 2013

Major: Management Information Systems • Minor: Economics • GPA: 3.7/4.0 • Honors: Magna Cum Laude
University of California, Berkeley, Haas School of Business, Berkeley, CA

Certifications & Technical Proficiencies

Certifications:

- Project Management Professional (PMP)® – PMI – ID: 12345678 (Valid through 2026)
- Certified ScrumMaster® (CSM) – Scrum Alliance (2022)
- SAFe® 5 Agilist – Scaled Agile, Inc. (2021)
- Lean Six Sigma Green Belt – ASQ (2019)

Technical Proficiencies:

- *Project Management Tools:* MS Project, Jira, Asana, Monday.com, Smartsheet, Confluence, Trello
- *Collaboration Platforms:* Slack, Microsoft Teams, Zoom, SharePoint, Google Workspace
- *Data & Analytics:* Excel (Advanced), Power BI, Tableau, SQL (Basic)
- *Methodologies:* Agile, Scrum, Kanban, Waterfall, Hybrid, SAFe, Lean Six Sigma

Professional Affiliations

- Project Management Institute (PMI) – Active Member – Member since 2016
- Women in Technology International (WITI) – Seattle Chapter Member
- TechBridge – Volunteer Project Manager – Pro bono project management for nonprofit organizations