

Project Manager

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Summary

Certified project manager with eight years delivering cross-functional initiatives on time and on budget, leading teams of up to 14 through Agile and waterfall projects worth a combined \$9M.

Experience

Project Manager, Northpoint Technology Group

2020 – Present

City, ST

- Delivered a portfolio of 12 concurrent projects worth \$4.2M, completing 94% on time and within approved budget.
- Led cross-functional teams of up to 14 across engineering, design, and marketing using Scrum in two-week sprints.
- Recovered a slipping six-month build by replanning the critical path, bringing it back on schedule within three weeks.
- Managed risk registers with weekly reviews, mitigating 30-plus identified risks before they affected delivery dates.
- Ran Jira and Confluence as the team's source of truth, lifting sprint-commitment accuracy from 70% to 88%.
- Negotiated scope with stakeholders to cut a project budget 15% while preserving the core deliverables.
- Reported status to executives through a RAID dashboard that kept leadership aligned on schedule and spend.
- Coached two junior coordinators toward their CAPM, both passing on the first attempt.

Project Coordinator, Riverside Construction Services

2017 – 2020

City, ST

- Coordinated schedules and procurement for commercial build-outs averaging \$700K each across a 14-project pipeline.
- Built and maintained Gantt charts in MS Project, tracking dependencies across subcontractors and inspections.
- Held weekly stakeholder meetings, publishing action items that closed within an average of five business days.
- Tracked change orders and budgets, flagging variances over 5% to the project manager before they compounded.
- Maintained document control for permits and drawings, keeping every active project inspection-ready.
- Reduced rework on two projects by tightening the handoff checklist between design and field crews.

Education

Bachelor of Science in Business Administration

2013 – 2017

State University — City, ST

Certifications & Licenses

PMP · Certified ScrumMaster (CSM)

Skills

Agile and Scrum · Waterfall planning · Budget management · Risk management · Jira and Confluence · Microsoft Project · Stakeholder management · Scope management · Critical path scheduling · Resource planning · Status reporting · Vendor coordination