

# Elijah Reeves

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## SUMMARY

Technical Program Manager with over 6 years of experience leading cross-functional teams and managing complex projects in a fast-paced IT environment. Proven track record involves driving strategic initiatives while enhancing operational efficiency and delivering solutions that meet business objectives. Expertise spans stakeholder engagement, risk mitigation, and effective communication tailored for executive audiences. Notable abilities include cultivating collaboration across diverse teams to achieve shared goals. Passionate about leveraging cutting-edge technology to innovate customer experiences and deliver measurable results with urgency and professionalism.

## EXPERIENCE

### Technical Program Manager

March 2021 - Present

Tech Innovations Inc.

Seattle, WA

Oversaw multi-team programs emphasizing AI and data strategy, managing up to eight cross-functional teams to keep projects on track and in alignment with business priorities. Established program governance frameworks for enhanced accountability.

- Led AI-focused initiatives, ensuring continuous communication between engineering and product stakeholders.
- Defined project milestones and anticipated risks, which directly resulted in greater project visibility and accountability.
- Facilitated senior management updates through dynamic program governance, enhancing organizational transparency.
- Successfully engaged and influenced decision-making across all levels by crafting compelling executive presentations.
- Guided junior program managers on best practices, elevating team capabilities in project execution and leadership.
- Streamlined workflows through effective tracking mechanisms, fostering collaboration among technical and non-technical teams.

### Senior Program Manager

January 2019 - February 2021

NextGen Solutions

Portland, OR

Directed enterprise-scale software delivery, ensuring alignment between technical developments and business stakeholder needs. Also recognized for significant process reforms.

- Fostered lasting relationships with executives, enhancing insights into program performance and future direction.
- Implemented structured communication strategies that improved inter-departmental trust and clarity.
- Executed process improvements that reduced product turnaround times significantly while maintaining quality standards.
- Engaged multidisciplinary teams through hands-on workshops, leading to clearer project requirements and increased user satisfaction.
- Pioneered new methodologies within the team, elevating project tracking and collaborative functions for better results.
- Created comprehensive risk assessment models indicators, enabling proactive adjustment for successful outcomes.

### Program Coordinator

June 2016 - December 2018

Innovative Tech Co.

San Francisco, CA

Supported program execution through meticulous coordination and resource allocation across various teams, strengthening workflow and output.

- Coordinated detailed project responsibilities ensuring compliance with established governance standards.
- Participated actively in cross-functional meetings, improving alignment between initiative objectives and corporate goals.
- Organized feedback collection sessions that empowered stakeholders, enhancing project input for better outputs.
- Maintained accurate progress monitoring and reporting tools, crucial for timely updates to team leaders.
- Contributed to the smooth launch of multiple high-impact projects, consistently exceeding expectations.
- Developed training materials to raise awareness about system usability, thus broadening utility levels across departments.

## LEADERSHIP & AWARDS

- PMP Certification received in 2022, demonstrating a commitment to advanced project management excellence.
- Recognized as 'Leader of the Quarter' at NextGen Solutions in 2020 for excellence in team-oriented outcomes and innovation.

## EDUCATION

### Bachelor's Degree in Computer Science

2016

University of Washington GPA: 3.8

Seattle, WA

**Coursework:** Software Development, Data Structures, Database Management, Cloud Computing

## CERTIFICATIONS

- Project Management Professional (PMP) 📅 2022
- Certified ScrumMaster (CSM) 📅 2021

## TECHNICAL SKILLS

- **Project Management Tools:** Trello, Asana, JIRA
- **Programming Languages:** Python, Java, SQL
- **Cloud Platforms:** AWS, Azure, Google Cloud
- **APIs:** REST, SOAP, GraphQL
- **Data Management Tools:** MySQL, MongoDB, PostgreSQL
- **Collaboration Tools:** Slack, Microsoft Teams, Zoom
- **Documentation Software:** Confluence, SharePoint, Notion
- **Agile Frameworks:** Scrum, Kanban, Lean
- **Security Standards:** ISO/IEC 27001, NIST, CIS
- **Coding Standards:** PSR, SOLID, DRY

## SKILLS

- Technical Program Management
- Stakeholder Engagement
- Risk Management
- Cross-Functional Leadership
- Cloud Infrastructure
- Agile Methodologies
- Communication Skills
- Data Analysis
- Project Governance
- Software Development
- Team Collaboration
- Resource Allocation
- DevOps Practices
- Executive Reporting
- Process Improvement
- Problem Solving

## PROFESSIONAL AFFILIATIONS

- Member of the Project Management Institute since 2021, advancing professional knowledge and networking opportunities.
- Active participant in local tech community meetups focusing on cloud solutions and digital innovations.

## LANGUAGES

- English (Native)
- Spanish (Intermediate)

## ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

AVAILABLE ON REQUEST