

# Autumn Wise

☎ (413) 555-0123 ✉ autumn.wise@email.com 🔗 linkedin.com/in/autumnwise 📍 123 Maple Street, Springfield, MA 01103

## SUMMARY

---

Dedicated IT Project Manager with over 6 years' experience driving successful technology projects. Focus on cultivating relationships between cross-functional teams to ensure all project objectives are met. Proven ability in managing risks and resources effectively while optimizing budgets and timelines. Committed to enhancing project outcomes using agile methodologies and ensuring alignment with business strategies. Excited to bring strong project leadership and collaboration abilities to boost organizational growth.

## EXPERIENCE

---

### IT Project Manager

January 2021 - Present

Innovative Tech Solutions

Cambridge, MA

Oversaw infrastructure and application development projects at Innovative Tech Solutions, coordinating efforts across multiple teams. Delivered on-time projects while ensuring high levels of stakeholder engagement and satisfaction.

- Led strategic planning sessions that aligned projects with organizational goals.
- Utilized agile practices to enhance team performance and adaptability.
- Developed risk mitigation strategies preventing potential project delays.
- Maintained budgetary adherence through effective resource allocation during all project phases.
- Promoted transparent communication updates throughout project lifecycles.
- Achieved a 30% increase in project delivery speed through process refinements.

### Project Coordinator

June 2017 - December 2020

Tech Solutions Group

Worcester, MA

Supported project managers in delivering complex IT initiatives by leveraging solid organizational skills and teamwork. Enhanced communication channels within project teams for improved efficiency.

- Assisted in formulating comprehensive project documentation that aligned with client requirements.
- Facilitated team communication, effectively integrating diverse project deliverables.
- Coordinated meetings and generated progress reports boosting stakeholder visibility.
- Carried out feasibility studies delivering insights into proposed ongoing projects.
- Streamlined project tracking processes enhancing overall team productivity.
- Enabled knowledge transfer through documented lessons learned post-project completion.

## LEADERSHIP & AWARDS

---

- 2023: IT Project Excellence Award at Innovative Tech Solutions for outstanding project management success.
- 2022: Employee of the Year at Tech Solutions Group recognizing exceptional project contributions.

## EDUCATION

---

### Bachelor's Degree in Information Technology

2016

University of Massachusetts GPA: 3.5

Amherst, MA

*Coursework: Networking, Database Management, Web Development, Software Engineering*

## CERTIFICATIONS

---

- Project Management Professional (PMP) 📅 2022
- Certified Associate in Project Management (CAPM) 📅 2021

## TECHNICAL SKILLS

---

- **Project Management Tools:** Microsoft Project, Trello, Asana
- **Software Development Methodologies:** Agile, Scrum, Waterfall
- **Collaboration Platforms:** Slack, Microsoft Teams, Zoom
- **Documentation Standards:** Business Cases, Project Charters, Status Reports
- **Resource Management Software:** MS Excel, Jira, Smartsheet
- **Reporting Tools:** Power BI, Tableau, Google Analytics
- **Financial Management Systems:** QuickBooks, Sage, Oracle Financial Services
- **Testing Frameworks:** Selenium, JUnit, TestNG
- **Version Control Systems:** Git, Subversion, Mercurial

- **Infrastructure Technologies:** AWS, Azure, VMware

**SKILLS**

---

- Project Management
- Agile Methodologies
- Risk Management
- Stakeholder Engagement
- Microsoft Project
- Resource Allocation
- Team Leadership
- Communication
- Strategic Planning
- Budgeting
- Process Improvement
- Quality Assurance
- Change Management
- Task Scheduling
- Technology Integration

**PROFESSIONAL AFFILIATIONS**

---

- Active member of the Project Management Institute (PMI).
- Engaged volunteer for local technology workshops promoting STEM education.

**LANGUAGES**

---

- English (Native)
- Spanish (Proficient)

**ADDITIONAL INFORMATION**

---

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

**REFERENCES**

---

AVAILABLE ON REQUEST