



Brayden Horn

Project/Program Manager IT

📞 (217) 555-0123 ✉️ brayden.horn@example.com

🌐 linkedin.com/in/braydenhorn 📍 1234 Elm Street, Springfield, IL 62701

STRENGTHS

- Team Collaboration**
Fostered collaborative environments resulting in improved team cohesion and project results. Peers often sought insights on complex tasks.
- Change Agility**
Championed change initiatives that transformed team workflows, earning recognition as a resourceful problem-solver during transitions.
- Stakeholder Engagement**
Built strong relationships with key stakeholders, enhancing project buy-in and customer satisfaction scores significantly.
- Organizational Improvement**
Identified opportunities for process improvement leading to streamlined workflows, hence increasing productivity within the team.
- Strategic Focus**
Aligned team priorities with strategic objectives, contributing directly to enhanced overall project success and client retention.

SKILLS

Agile Project Management

Azure DevOps Confluence

MS Project Change Management

Strategic Planning

Communication Skills

Team Leadership Problem Solving

Risk Assessment Facilitation Skills

Process Improvement

Documentation Management

SUMMARY

Results-driven Project Manager with more than 6 years' experience spearheading software engineering projects within Agile frameworks. Expertise includes managing project lifecycles from initiation through completion while aligning cross-functional teams with strategic goals. Proficient in project management tools, specifically Azure DevOps and Confluence, complemented by proficiency in MS Excel, PowerPoint, and Project for detailed scheduling and reporting. Demonstrated success in leading change initiatives and driving organizational improvements to enhance efficiency and achieve overarching business objectives.

EXPERIENCE

Project Manager

Tech Solutions Group 📅 January 2021 - Present 📍 Chicago, IL

Lead multiple software development projects ensuring alignment with corporate goals through effective stakeholder engagement and project execution strategies.

- Spearheaded various software projects, aligning outputs with strategic business needs and stakeholder requirements.
- Created thorough project charters outlining scope, objectives, and deliverables to ensure focused team efforts.
- Facilitated Agile ceremonies, including sprint planning and retrospectives, enhancing collaboration across diverse engineering teams.
- Managed resources and schedules using MS Project, optimizing timelines to meet critical project milestones.
- Directed change management initiatives, successfully steering teams to adopt new workflows and updated project practices.
- Delivered stakeholder presentations showcasing project outcomes and alignment with organizational strategy.

Project Coordinator

Innovatech Solutions 📅 June 2017 - December 2020 📍 Peoria, IL

Assisted with managing software projects that required strong collaboration with cross-functional teams, ensuring timely achievement of project milestones.

- Collaborated with diverse teams on software projects, promoting timely delivery of major milestones and developmental targets.
- Established and maintained all essential project documentation, supporting role clarity and project transparency.
- Utilized Azure DevOps for real-time tracking and communication among team members, enhancing project visibility.
- Amplified support for Agile principles by organizing daily stand-ups and backlog reviews.
- Conducted risk assessments proactively identifying potential challenges, thus formulating mitigation tactics ahead of time.
- Provided training for new team members on project management tools and Agile methodologies, boosting overall team performance.

LEADERSHIP & AWARDS

- Project Management Professional (PMP) Certification
- Certified ScrumMaster (CSM)

EDUCATION

Bachelor's Degree in Information Technology

University of Illinois 🎓 GPA: 3.5 📅 2016 📍 Champaign, IL

Stakeholder Interaction

Resource Allocation

Presentation Skills

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Project Manager at Tech Solutions Group (5.4 Years)
- Project Coordinator at Innovatech Solutions (3.5 Years)

Coursework: *Software Development, Project Management, Agile Methodologies, Systems Analysis*

CERTIFICATIONS

- Certified ScrumMaster (CSM) 📅 2020
- Project Management Professional (PMP) 📅 2021

TECHNICAL SKILLS

- **Project Management Tools:** Azure DevOps, MS Project, Confluence
- **Reporting Tools:** Excel, PowerPoint, Visio
- **Agile Methodologies:** Scrum, Kanban, Lean
- **Collaboration Software:** Trello, Slack, Microsoft Teams
- **Documentation Standards:** Markdown, Confluence Pages, Word
- **Quality Assurance Tools:** Jira, TestRail, Selenium
- **Risk Management Tools:** Risk Matrix, Monte Carlo Simulation, Root Cause Analysis
- **Scheduling Software:** Microsoft Project, Smartsheet, Wrike
- **Cloud Platforms:** Azure, AWS, Google Cloud
- **Training & Development Resources:** Lynda.com, Coursera, Scrum.org

PROFESSIONAL AFFILIATIONS

- Member of Project Management Institute (PMI)
- Active participant in Agile Alliance meetings

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST