

# Tariq Stanley

## Senior Digital Project Manager

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123 Main Street, Atlanta, GA 30301

### STRENGTHS

- Effective Communication**  
Able to convey complex ideas succinctly, gaining executive trust and fostering transparency through regular updates.
- Cross-Functional Leadership**  
Successfully led diverse teams, encouraging diverse viewpoints to achieve common goals and shared objectives.
- Strategic Problem Solving**  
Implemented creative strategies to overcome project obstacles, becoming sought-after for guidance and resolution.
- Relationship Building**  
Developed and maintained solid partnerships, leading to higher engagement levels and smoother workflows across initiatives.
- Adaptable Mindset**  
Embraced change and swiftly adjusted strategies as needed during projects, inspiring others with resilience.

### SKILLS

- Project Management
- Digital Transformation
- E-commerce Strategy
- Stakeholder Management
- Data Analytics
- Agile Methodologies
- Communication Skills
- Risk Management
- Cross-Functional Collaboration
- User Experience Design
- Team Leadership
- Operational Efficiency
- Digital Marketing

### SUMMARY

Dynamic Senior Digital Project Manager with over 6 years of experience leading complex digital transformation initiatives. Proven expertise in e-commerce evolution and data analytics, guiding projects from conception through execution. Adept at fostering cross-functional collaboration, ensuring alignment across business and technical teams. Committed to delivering measurable outcomes that enhance user experiences and drive business performance, translating strategic priorities into actionable plans. Aiming to use this wealth of knowledge and enthusiasm for driving success to positively contribute to new initiatives.

### EXPERIENCE

#### Senior Digital Project Manager

Innovative Tech Solutions 📅 January 2022 - Present 📍 Atlanta, GA

Oversees the delivery of digital commerce initiatives, aligned with strategic goals while managing multiple projects concurrently. Focus on enhancing customer experiences through data-driven decision-making and innovative solutions.

- Spearhead execution of digital commerce projects, aligning strategy with timelines and priority outcomes.
- Develop comprehensive project plans coordinating stakeholders and resources to achieve crucial milestones.
- Proactively identify risks and implement strategies ensuring smooth project progression.
- Communicate effectively with senior leadership regarding project status, risks, and updates.
- Foster collaborative environments among diverse teams, promoting synergy and integrated solutions.
- Enhance user interface and engagement through tailored e-commerce strategies focused on consumer needs.

#### Digital Project Manager

Digital Innovations Inc. 📅 June 2018 - December 2021 📍 Savannah, GA

Managed a portfolio of digital marketing projects aimed at amplifying customer engagement and operational efficacy within their retail space. Established governance principles to sustain communications amongst stakeholders.

- Oversaw digital marketing initiatives achieving significant boosts in engagement metrics.
- Worked closely with tech teams translating business requirements into tactical project outlines.
- Implemented analytics frameworks measuring project impact and user feedback effectively.
- Initiated concise reporting structures for senior management workflow and decision influence.
- Led integration processes for novel digital tools assuring operational readiness post-rollout.
- Encouraged a data-centric approach elevating decision-making standards throughout the organization.

#### Project Coordinator

Tech Forward LLC 📅 March 2016 - May 2018 📍 Orlando, FL

Supported project coordinators focusing on stakeholder interactions, aiding in timely project documentations and risk evaluations essential for project management.

- Assisted in facilitating cohesive communication between project stakeholders and technical teams.
- Maintained documentation critical for tracking project objectives and statuses.
- Supported identification and evaluation of risks contributing to successful project deliveries.
- Participated actively in team meetings discerning insights providing constructive feedback.
- Contributed significantly to strengthening project management frameworks increasing efficiency.
- Documented key learnings from projects enhancing organizational practices moving forward.

Business Strategy

Professional Networking

## LANGUAGES

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English Native

Spanish Proficient

## MY CAREER

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● Senior Digital Project Manager at Innovative Tech Solutions (4.4 Years)

● Digital Project Manager at Digital Innovations Inc. (3.5 Years)

● Project Coordinator at Tech Forward LLC (2.2 Years)

## LEADERSHIP & AWARDS

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- Received Outstanding Professional Award for exceptional project delivery standards at Innovative Tech Solutions.
- Achieved Team Player Recognition for enhancing collaboration across departments during tenure at Digital Innovations Inc.

## EDUCATION

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### Bachelor's Degree in Business Administration

Georgia State University 🎓 GPA: 3.6 📅 2016 📍 Atlanta, GA

**Coursework:** Market Analysis, Digital Marketing, Financial Management, Operations Management

## CERTIFICATIONS

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- Certified Project Management Professional (PMP) 📅 2021
- Agile Certified Practitioner (PMI-ACP) 📅 2022

## TECHNICAL SKILLS

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- **Project Management Tools:** Asana, Trello, JIRA
- **Digital Marketing Platforms:** Google Ads, Facebook Ads, Instagram Marketing
- **E-commerce Technologies:** Shopify, Magento, WooCommerce
- **Data Analytics Tools:** Tableau, Google Analytics, Microsoft Power BI
- **Collaboration Applications:** Slack, Microsoft Teams, Zoom
- **Agile Methodologies:** Scrum, Kanban, Lean
- **Communication Software:** Microsoft Office Suite, Visio, Miro
- **Customer Relationship Management:** Salesforce, HubSpot, Zoho CRM
- **Email Marketing Services:** Mailchimp, Constant Contact, SendGrid
- **Content Management Systems:** WordPress, Joomla, Drupal

## PROFESSIONAL AFFILIATIONS

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- Member of Project Management Institute, actively participating in seminars and workshops for continuous learning.
- Active volunteer with local community organizations assisting in event logistics and project deliverables.

## ADDITIONAL INFORMATION

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

## REFERENCES

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AVAILABLE ON REQUEST