

Malia Wise

☎ (415) 555-0123

✉ malia.wise@example.com

🌐 linkedin.com/in/malia-wise

📍 1234 Maple St, San Francisco, CA 94110

SUMMARY

Accomplished Technical Program Manager with over eight years' experience leading complex technology projects. Proven expertise in utilizing machine learning technologies to drive user engagement and growth strategies. Adept at collaborating with cross-functional teams to establish project requirements, mitigate risks, and manage schedules effectively. Demonstrated ability to communicate insights and analyses clearly with stakeholders at all levels. Committed to optimizing resource allocation and enhancing strategic deliveries through structured governance frameworks. Driven by the success of projects, ensuring alignment with business objectives and operational efficiencies.

EXPERIENCE

Technical Program Manager

January 2022 - Present

Tech Innovators Inc.

San Francisco, CA

Oversaw multi-disciplinary projects harnessing machine learning solutions to boost user engagement and enhance operational efficiency. Managed cross-functional teams while aligning project goals with corporate strategy.

- Spearheaded initiatives aimed at increasing user interaction through innovative AI tools.
- Collaborated with product and engineering teams to create a seamless execution roadmap.
- Implemented a thorough program review process that elevated decision-making standards.
- Utilized machine learning data analytics resulting in enhanced team productivity.
- Maintained strong relationships with stakeholders, ensuring robust support for project priorities.
- Supervised a diverse team of program managers, coordinating efforts across initiatives.

Senior Program Manager

August 2018 - December 2021

NextGen Technologies

Los Angeles, CA

Led significant initiatives applying technical expertise to enhance user experiences through effective program management. Developed approaches that streamlined communication for key project milestones.

- Drove the planning and execution phases of pivotal growth initiatives leveraging technical knowledge.
- Cultivated transparent decision-making structures within cross-functional teams.
- Executed change management processes that improved collaboration outcomes.
- Fostered executive communications that aligned with essential project aims.
- Analyzed user-centered data employing advanced machine learning methods.
- Conducted comprehensive reviews, adjusting project scopes as necessary to meet evolving organizational goals.

Program Manager

May 2016 - July 2018

Innovate Solutions LLC

San Diego, CA

Managed programs integrating machine learning technologies into product lines, focusing on enhancements that captivated users. Maintained momentum through effective risk monitoring and mitigation practices.

- Oversaw projects defining scopes and timelines with clarity, enhancing team coordination.
- Identified potential project risks proactively and enforced contingency strategies.
- Presented analytic reports to senior leadership, framing strategic discussions.
- Introduced process improvements that boosted operational use of resources.
- Provided mentorship to junior program managers, enhancing team capacity and skills.
- Optimized timeframes leading to consistent on-time completion of deliverables.

LEADERSHIP & AWARDS

- Project Management Excellence Award, Tech Innovators Inc., 2023
- Innovative Leadership Award, NextGen Technologies, 2021

EDUCATION

Bachelor of Science in Computer Science

2015

University of California, Berkeley GPA: 3.8

Berkeley, CA

Coursework: Data Structures, Algorithms, Machine Learning, Project Management

CERTIFICATIONS

- Certified ScrumMaster (CSM) 📅 2020

- Project Management Professional (PMP) 📅 2021

TECHNICAL SKILLS

- **Project Management Tools:** Asana, JIRA, Trello
- **Data Analysis Software:** Python, R, Tableau
- **Machine Learning Frameworks:** TensorFlow, PyTorch, Scikit-learn
- **Communication Platforms:** Slack, Microsoft Teams, Zoom
- **Version Control Systems:** Git, GitHub, Bitbucket
- **Documentation Tools:** Confluence, Google Docs, Microsoft Office
- **Reporting Tools:** Power BI, Crystal Reports, Google Data Studio
- **Agile Methodologies:** Scrum, Kanban, Lean
- **Cloud Computing Services:** AWS, Azure, Google Cloud
- **Collaboration Tools:** Miro, Figma, Lucidchart

SKILLS

- Technical Program Management
- Stakeholder Communication
- User Engagement Strategies
- Project Scheduling
- Machine Learning
- Change Management
- Agile Methodologies
- Resource Allocation
- Cross-Functional Collaboration
- Risk Mitigation
- Data Analytics
- Leadership Development
- Project Governance
- Process Improvement
- Team Management

PROFESSIONAL AFFILIATIONS

- Member, Project Management Institute (PMI)
- Participant, Machine Learning Summit, 2022

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST