

John Doe

Project Manager

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in johndoe

Summary

Project Manager with experience leading cross-functional teams in complex environments, skilled in both Agile and Waterfall methodologies. Proven ability to manage project planning, risk, and stakeholder communication to deliver outcomes aligned with business goals. Adept at using data visualization and reporting to support decision-making and foster collaboration. Committed to driving change and supporting transformation initiatives while maintaining clear and transparent communication across all levels.

Skills

- Project Delivery Methods:** Agile, Waterfall, Scrum, Kanban, Lean
- Planning and Execution:** Risk management, Resource allocation, Project planning, Time management, Msproject
- Tools and Technology:** Jira, Asana, Trello, Smart sheet, MS Office, Confluence, CRM software

Work Experience

PayPal

01/2024 - Present

Project Manager

- Lead a team of 20 engineers to deliver projects for a payment platform, ensuring alignment with business objectives and timely completion using both Agile and Waterfall approaches.
- Oversee project planning, resource allocation, and risk management to maintain progress and address issues as they arise.
- Provide regular project updates and transparent reports to stakeholders and cross-functional teams, supporting informed decision-making.
- Monitor key project metrics to track progress and identify areas for improvement.
- Facilitate meetings to resolve challenges and keep all parties aligned on project goals.

Google

01/2022 - 12/2023

Project Lead

- Supported a digital modernization initiative that improved delivery timelines by 20%, contributing to organizational transformation.
- Acted as a point of contact for stakeholders, providing clear communication and addressing project-related inquiries.
- Coordinated project status updates and team huddles to ensure alignment and timely task completion.
- Coached and supported a team of 12, enhancing efficiency and collaboration.
- Assisted directors with project-related tasks and managed schedule adjustments to accommodate project needs.

Accenture

05/2018 - 12/2022

Business Solutions Analyst

- Created reports, presentations, and dashboards using Excel and PowerPoint to communicate project data and progress to stakeholders.
- Analyzed business requirements and coordinated with teams to implement effective solutions.
- Developed visual data summaries to present complex information clearly for diverse audiences.
- Collaborated with development teams to resolve technical issues, resulting in a 27% improvement in system performance.
- Contributed to a sustainability project that reduced paper waste by 96% across 200 brokerages.

Education

University of Toronto

09/2013 - 12/2016

BCom - Business

Certificates

- PMP
- CSM
- A-CSM