

Summary

Detail-oriented Project Manager with experience in delivering successful projects in event management, construction, technology, and branding. Approval for PMP Test, and Google Project Management certified. Highly skilled in performance reporting, logistics coordination, and stakeholder communication. Adept at managing project plans, budgets, and timelines to drive business success.

Key Skills

Event Planning & Execution | Logistics Coordination & Stakeholder Management | Performance Reporting & Data Analysis | Budget & Cost Control | Agile & Waterfall Methodologies | Stakeholder Communication | Team Leadership | Tools: Microsoft Project, Sharepoint, Trello, Jira, Microsoft Office Suite, Google Workspace, Smartsheets, Miro, Planview, Visio, Autocad, Photoshop

Professional Experience

IT & Business Project Manager

CraigDesign | Alpine Accent | Grovattek Computers | July 2018 – Present

- Designed and built **50+ custom furniture pieces**, including desks, tables, and HVAC covers, reducing delivery time by **20%** through efficient project management.
- Developed and launched **6+ websites**, leading to a **30% increase** in online sales for small businesses through custom web design and SEO improvements.
- Managed **\$200K** in hardware implementations for IT infrastructure, tracking budgets and expenses, and delivering **90% of projects ahead of schedule**.

Technical Project Manager

Motorola Solutions | November 2021 – April 2023

- Directed **10+ software and infrastructure projects** with a **\$10M+** budget, ensuring on-time delivery with **95% accuracy** in billing and project expenses.
- Overhauled the **PMO** with **new templates** and processes, reducing project delays by **50%** and increasing productivity by **40%**.
- Oversaw the integration of a custom asset management system, reducing manual data entry by **50%** and optimizing logistics.
- Delivered **end-user training** for new systems, increasing user adoption by **20%** and reducing training time by **25%**.

CEO / Project Manager

Grovattek LLC | January 2019 – March 2020

- Directed **cross-functional teams** across multiple time zones, managing **5+ product launches** with budgets exceeding **\$50k**, achieving **100% delivery on-time and within scope**.
- Coordinated **Agile sprints** for **custom mobile game development**, increasing release efficiency by **30%** and overall testing.
- Led weekly team meetings to ensure seamless communication between **developers, designers, and stakeholders**, resulting in a **25% improvement** in project delivery time.

Freelance Project Manager

Self-Employed | August 2018 – July 2019

- Renovated **properties** from start to finish, managing timelines, budgets, and subcontractors, resulting in **10% under budget** and on-time completion for each project.
- Managed **\$750K+** in construction projects, ensuring safety standards and client satisfaction, with **100% positive client feedback** on all projects.
- Developed and managed detailed project schedules, reducing overall project time by **15%** through effective team coordination and timeline management.

Education

Bachelor of Science in Business Management - Rutgers University, 2018

Certifications

- PMI PMP Certification (Approved & In Progress)
- Google Project Management Certificate