AMELIA MOORE

Information Technology Project Manager

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PROFESSIONAL SUMMARY

Results-focused IT Project Manager with 10 years of experience leading high-impact technology projects across diverse sectors. Expertise in managing cross-functional teams, optimizing processes, and aligning IT initiatives with business strategies to enhance operational performance. Committed to delivering projects on time and within budget while fostering strong stakeholder relationships.

WORK EXPERIENCE

Information Technology Project Manager   📅 Apr / 2019-Ongoing

WidgetWorks Inc.   📍 Denver, CO

1. Implemented complex projects from design through production, ensuring alignment with business objectives.
2. Defined requirements and managed project lifecycles for successful deployments.
3. Established resource allocation and schedules for optimal project performance.
4. Developed risk mitigation strategies and contingency plans to safeguard project integrity.
5. Developed and maintained project documentation for future reference.
6. Led project engineering teams, resolving conflicts and enhancing team collaboration.
7. Identified and resolved project issues proactively to maintain progress and quality.

Information Technology Project Manager   📅 Apr / 2015-Apr / 2019

Summit Peak Industries   📍 Denver, CO

1. Managed a team analyzing client IT requirements, proposing cost-effective technology solutions.
2. Oversaw 45 off-site staff, developing tailored websites and online storefronts.
3. Coordinated inter-company interactions to streamline IT processes for a single business unit.
4. Oversaw the implementation of various IBM and Microsoft products in a SaaS environment.
5. Successfully virtualized a Health Care Center, enhancing service delivery through technology.
6. Set project scopes, priorities, and deadlines while managing full system stages using SDLC.

EDUCATION

Master of Science in Information Technology   📅 Apr / 2012 - Apr / 2015

University of Technology   📍 Phoenix, AZ

Focused on project management methodologies and IT strategy.

SKILLS

Project Coordination
●●●●●●●●○○

Time Management
●●●●●●●●●○

Quality Assurance
●●●●●●●○○○

Change Management
●●●●●●●●○○

Communication Skills
●●●●●●●●●○

Problem Solving
●●●●●●●●○○

INTERESTS

💻 Technology   🖌 Art

◯ Meditation   🛟 Scuba Diving

STRENGTHS

✔ Accountability   🎧 Listening

✏ Originality   ☺ Politeness

LANGUAGES

English   French   Swahili

ACHIEVEMENTS

⭐ Successfully delivered 20+ projects on time and under budget, enhancing client satisfaction by 30%.

⭐ Streamlined project workflows, resulting in a 25% reduction in delivery times across multiple initiatives.

⭐ Implemented risk management strategies that reduced project risks by 40%, ensuring smoother execution.