



# MIA TAYLOR

## IT Project Manager

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📍 Los Angeles  
🌐 www.qwikresume.com

### PROFESSIONAL SUMMARY

Proficient IT Project Manager with 7 years of expertise in steering complex technology initiatives that align with organizational objectives. Demonstrates strong leadership in guiding cross-functional teams through project lifecycles, ensuring timely delivery while optimizing resources. Passionate about enhancing operational efficiency and fostering collaborative relationships to achieve strategic goals.

### WORK EXPERIENCE

#### IT Project Manager

📅 Apr / 2021-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Collaborated with teams to procure and deploy PCs and accessories for new employees across global locations.
2. Managed the delivery of IT hardware to ensure seamless integration for all staff.
3. Oversaw catalog management, maintaining an internal inventory of IT equipment for efficient access.
4. Directed service delivery for deskside support, hardware repair, and telecom services across multiple sites.
5. Standardized service processes to reduce operational costs by over 46%.
6. Established Consumer Focused Support Teams (CFAST) at major sites to enhance service delivery.
7. Transitioned PC support to a new supplier, ensuring minimal disruption to user experience.

#### Remote Senior IT Project Manager

📅 Apr / 2018-Apr / 2021

Summit Peak Industries

📍 Denver, CO

1. Oversaw the Financial Consolidation and Reporting system as a Hyperion Subject Matter Expert (SME).
2. Recommended and implemented changes within Oracle Hyperion to meet business needs.
3. Managed development and support for IT systems tailored to brand-specific requirements.
4. Advised on security protocols and segregation of duties within Hyperion.
5. Led system consolidations, implementations, and upgrades effectively.
6. Managed project development processes for regulatory compliance projects from initiation to completion.

### EDUCATION

#### Master of Science in Information Technology

📅 Apr / 2015-Apr / 2018

University of California

📍 Denver, CO

Focused on project management, systems analysis, and IT strategy.

### SKILLS

#### IT Strategy Development



#### Project Management Methodologies



#### Risk Management



#### Continuity Planning



#### Infrastructure Design



#### Policy Development And Review



### INTERESTS

🎧 Podcasts

🗣 Language Learning

🎵 Dancing

🚴 Cycling

### STRENGTHS

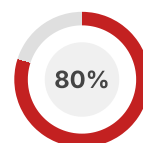
🔮 Intuition

👥 Leadership

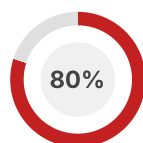
🎧 Listening

👤 Mentorship

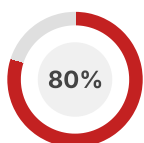
### LANGUAGES



English



Japanese



French

### ACHIEVEMENTS

🌟 Reduced project delivery time by 20% through effective resource allocation and process optimization.

🌟 Successfully managed a \$1.5M IT infrastructure upgrade, improving system performance by 30%.