

## Recent grad Project Manager

### Summary of Qualifications

I am a Project Coordinator who developed experience with Agile methodologies while earning my MBA, and has global experience maintaining timelines, identifying root causes when issues arise, and delivering solutions for project stakeholders. Additionally, I am bilingual in English and French.

### Projects

- Scrum Master to implement Agile methodology for executing non-software projects by using Scrum framework to organize a hypothetical global conference as member of 6 MBA candidate team After developing product backlog, I was responsible for meeting project deliverables & strategizing around obstacles
- Worked as Project Coordinator for company in Cameroon, establishing project timelines, updating status & tracking deliverables / milestones, & negotiating statements of work with external vendors

### Experience

**North American Partners for Business Incubators, Inc.** 2016 – present  
**Project Coordinator**

- Research potential business investments as partner in 8-person global investment startup
- Manage project timelines & budgets
- Responsible for stakeholder analysis to assess decision-making & project plans
- Meet with private equity to secure financing
- Developed wrote business plan
- Provide project management assistance to small businesses in Africa within the agricultural sector

(while earning my graduate degree, I worked in customer service roles in the U.S.)

**Ste. Claralis Sarl** 2011 – 2012  
**Project Coordinator.**

- Developed project timelines & tracked status & milestones through implementation
- Organized progress report meetings to update stakeholders on each iteration, focusing on what went well, what didn't go well, & remediation
- Evaluated statements of work & estimates with vendors

### Software

MS OfficeSuite (intermediate-level Excel vLookup, pivot tables), Word, PowerPoint); MS Visio; MS Project; JIRA; OfficeSuite

### Education

Grand Canyon University 2017  
MBA

University of Buea (Cameroon)  
B.S. - Management 2016