

Jordan Reynolds

Project Manager

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PROFESSIONAL SUMMARY

Accomplished project manager with 8+ years of experience leading cross-functional teams to deliver complex technology projects on time and within budget. Expert in Agile and Waterfall methodologies, stakeholder communication, and risk management. Collaborative leader focused on driving results and exceeding client expectations.

EXPERIENCE

Senior Project Manager

Acme Tech Solutions | Chicago, IL | Jun 2020 – Present

- Led project delivery for 12+ large-scale software initiatives with budgets up to \$2M.
- Facilitated daily stand-ups, sprint reviews, and client demos in Agile environment.
- Reduced project delivery times by 22% by streamlining onboarding and communication processes.

Project Manager

Innova Digital Group | Chicago, IL | Jan 2017 – May 2020

- Directed cross-functional teams of 6–15 people across marketing, IT, and design.
- Successfully delivered 18+ projects with consistent 95% client satisfaction rating.
- Developed and tracked project plans, identified risks, and implemented mitigation strategies.

EDUCATION

B.S. in Business Administration

University of Illinois at Urbana-Champaign | 2012 – 2016

CERTIFICATIONS

PMP – Project Management Professional

Certified ScrumMaster (CSM)

SKILLS

Agile & Waterfall Methodologies

Stakeholder Communication

Budget Management

Team Leadership

JIRA & MS Project

Risk Management

Process Improvement