

Alexandra Smith

Senior Project Manager

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PROFILE

Accomplished Project Manager with 8+ years of cross-industry experience delivering complex projects on-time and within budget. PMP certified. Expert in Agile and Waterfall methodologies, team leadership, stakeholder management, and risk mitigation.

PROFESSIONAL EXPERIENCE

Lead Project Manager 2021 – Present

Acme Solutions, New York, NY

- Managed a portfolio of 5+ concurrent projects with budgets up to \$2M.
- Led a team of 12 in delivering a SaaS product on time, achieving a 25% reduction in time-to-market.
- Implemented Agile processes, increasing team productivity by 30%.

Project Manager 2017 – 2021

BrightTech Ltd., Remote

- Coordinated cross-functional teams to deliver enterprise software solutions.
- Developed project schedules and monitored performance using KPIs.
- Fostered client relationships, consistently receiving positive feedback.

Assistant Project Manager 2015 – 2017

Integra Projects, Boston, MA

- Contributed to planning, reporting, and team coordination on infrastructure projects.
- Assisted in risk assessments and maintained project documentation.

EDUCATION

M.S. in Project Management 2013 – 2015

Northeastern University, Boston, MA

B.A. in Business Administration 2009 – 2013

Boston College, Boston, MA

CERTIFICATIONS

Project Management Professional (PMP)

Certified ScrumMaster (CSM)

PRINCE2 Foundation

SKILLS

Agile & Waterfall Methodologies

Resource Planning

Stakeholder Management

Risk Assessment

Budgeting & Forecasting
Team Leadership
MS Project, Jira, Asana