



Emily Davies

Project Manager

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01 PROFILE

Analytical and proactive Project Manager with twelve years of experience managing software application development & digitalisation projects, with budgets ranging from \$10k to \$700k.

02 EMPLOYMENT HISTORY

Mar 2019 — Present
New York, New York

IT Project Manager at Swift Software

Swift Software is an American multinational publishing, education and media company known for publishing, selling, and distributing books and educational materials for schools, teachers, parents, and children. As an IT Project Manager, my core activities include:

- Collaborating with internal and external stakeholders to gather project requirements
- Working with the Project Management Office to determine the project's human capital needs
- Estimating project budgets and writing all necessary documentation for approval
- Overall project governance, including ensuring compliance to industry and government regulations
- The lead of the development of a foundational framework based on Java, JSP, Struts, CSS, HTML, JavaScript, Oracle, and MS SQL Server
- Provide mentoring services to junior developers and engineers when needed.

Jan 2015 — Jan 2019
New York, New York

Project Manager at Viacom

Viacom is an American multinational media conglomerate with interests primarily in cinema and cable television. As an Project Manager, my core activities included:

- Spearheading software development projects, with a primary emphasis on Agile development
- Tracking project timelines, deliverables, and budgets
- Assessing project risks and proactively resolving issues
- Facilitating morning stand-up meetings with the project scrum team
- Wrote Python scripts to load data and parse XML documents
- Showcasing progress to state management in biweekly meetings,

Oct 2012 — Jan 2015

New York, New York

Jr Project Manager at NBA

The National Basketball Association is a men's professional basketball league in North America. As a Jr Project Manager, I assisted the project management team with a wide range of software development and infrastructure projects in the ticketing and online departments.

03 EDUCATION

Dec 2012

New York, New York

New York University

Master of Business Administration

Jun 2008 — Jun 2012

04 SKILLS

Project Management

Requirement Gathering

Budget Administration

Resource Allocation

Forecasting

Process Improvement

MS Project