

# Emily Davies, Project Manager

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Date of birth	05/10/1983	Nationality	USA
Place of birth	Flagstaff, AZ	Driving license	Full

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

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## EMPLOYMENT HISTORY

Mar 2019 — Present **IT Project Manager, Swift Software** New York, New York

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 **Project Manager, Viacom** New York, New York

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 **Jr Project Manager, NBA** New York, New York

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.

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## EDUCATION

Dec 2000 **Master of Business Administration, New York University** New York, New York

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## SKILLS

Project Management	Forecasting
Requirement Gathering	Process Improvement
Budget Administration	MS Project
Resource Allocation	