

EMILY DAVIES

Project Manager

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

PROFILE

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

EMPLOYMENT HISTORY

❖ **IT Project Manager, Swift Software** Mar 2019 — Present
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.

❖ **Project Manager, Viacom** Jan 2015 — Jan 2019
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,

❖ **Jr Project Manager, NBA** Oct 2012 — Jan 2015
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.

EDUCATION

❖ **New York University** Dec 2012
Master of Business Administration New York, New York

❖ Jun 2020 — Jun 2020

SKILLS

Project Management
Requirement Gathering
Budget Administration
Resource Allocation

Forecasting
Process Improvement
MS Project