

SIGYN JORDAHL

Creative Operations Project Manager

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☎ (123) 456-7890

📍 Alameda, CA

🌐 [LinkedIn](#)

EDUCATION

Bachelor of Arts

Business Administration

California State University,
Hayward

📅 2008 - 2012

📍 Hayward, CA

SKILLS

- Teamwork
- Verbal & Written Communication
- Conflict Management
- Project Scoping
- Scheduling
- Adaptability
- Agile/Scrum Methodologies
- Cross-Platform Collaboration

CERTIFICATIONS

- CSM
- PMP

CAREER SUMMARY

Efficient and organized operations project manager with 10+ years of proven experience coordinating projects and directing teams using Agile methods. Seeking a position to launch innovative initiatives, streamline internal communications, and monitor cross-functional teams as a creative project manager with Google.

WORK EXPERIENCE

Creative Operations Project Manager

Elixir Design

📅 2017 - current

📍 San Francisco, CA

- Managed a team of 5 Scrum Masters by providing continuous feedback, process improvement ideas, and coaching
- Ensured that 100% of projects were delivered on time, within scope, and within budget
- Planned and executed 34 projects based on client priorities and project scope, increasing client satisfaction by 11%
- Created and maintained 99% comprehensive project documentation to ensure accuracy and quality
- Directed project and program activities across 3 departments

Project Manager

Olivine, Inc.

📅 2014 - 2017

📍 Berkeley, CA

- Developed and maintained the project master schedule using Agile techniques and scheduling software
- Managed administrative and technical aspects of 28 projects
- Managed 4 teams of field and cost engineers, reducing employee churn rate by 36%
- Inspected the work of 14 subordinates to monitor compliance with the contract plans and specifications, reducing delays by 38% and increasing client satisfaction by 13%

Project Manager

Uber

📅 2012 - 2014

📍 San Francisco, CA

- Developed, updated, and ensured compliance of 99% of technical documents, increasing efficiency by 12%
- Enforced standard methodologies and processes, increasing productivity by 24% and reducing cycle time by 39%
- Supported high-level project management functions and deliverables for 27+ IT projects
- Assisted in tracking 97% of project-oriented internal and external communication, ensuring a high level of engagement and satisfaction and reducing complaints by 23%