

Stephen Greet

Project Manager

PMP certified project manager with 5+ years of experience owning all stages of the project lifecycle from inception through monitoring and closing to deliver projects that exceed expectations on time and on budget.

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Brooklyn, NY

[LinkedIn](#)

WORK EXPERIENCE

Chase

Senior Project Manager

New York, NY | December 2017 - current

- Delivered a B2B software product with a \$2M budget for enterprises to get real-time credit monitoring alerts
- Worked with C-level executives to create the vision and goals of the project and acted as the voice of customer to ensure quick product adoption
- Managed a team of 2 project managers to work cross-functionally with software and marketing teams to align marketing messaging with the project scope
- Met 100% of deadlines and project goals and as a result received a promotion upon the successful completion of the project

Feedzai

Project Manager

Washington D.C. | January 2013 - December 2017

- Led the development of Feedzai's content prediction engine which grew to \$1.5M in annual revenue
- Analyzed the scope of the project based on competitive analysis, interviews with customers, and customer feature requests
- Set deadlines for incremental goals, allocated budget and worked across software, marketing, and executive teams to ensure all teams were properly resourced
- Communicated progress and roadblocks to stakeholders including executive management and made proactive recommendations to remove roadblocks leading to the on-time and on-budget delivery of the project

Appen

Administrative Assistant

Washington D.C. | April 2012 - January 2013

- Managed communication across departments to schedule and plan bi-weekly company all-hands meetings to ensure the team was bought into projects and the overall company mission
- Regularly interacted with high-value customers and fostered those relationships through a deep knowledge of the Appen product and client needs

SKILLS

- Project Management Professional Certification (PMP)
- Project management software (Jira, Trello)
- Software development life cycle (SDLC)
- Documentation
- Data analysis
- Microsoft Office (Excel, Project, PowerPoint)
- Agile (Scrum) methodologies
- Problem solving
- Planning

EDUCATION

B.S.

Business Administration

University of Pittsburgh

2008 - 2012

Pittsburgh, PA