

Scrum Master Intern

Grace A. Daniels

Professional summary

Recent Certified Master (CSM) with a solid understanding of Scrum principles and ceremonies. Passionate about applying Agile methodologies to foster collaboration, improve team dynamics, and ensure continuous process improvement.

Experience

Scrum Master Intern

June 2024 - May 2025
Code Catalyst / Chicago, IL

- Assisted in facilitating Scrum ceremonies (sprint planning, daily standups, reviews, and retrospectives) to ensure the team adheres to Agile best practices.
- Collaborated with the Product Owner to refine and prioritize the backlog, ensuring alignment with business objectives and team capacity.
- Helped remove blockers and coached team members on improving Agile practices to enhance productivity and collaboration.
- Tracked and reported team performance using metrics such as velocity and burn-down charts to promote transparency and continuous improvement.

Agile Intern

July 2023 - June 2024
BlueSky Technologies / Chicago, IL

- Contributed to backlog refinement by assisting the Product Owner with user stories, acceptance criteria, and prioritization of tasks.
- Supported organizing and facilitating sprint retrospectives, leading discussions around team successes and areas for improvement.
- Collaborated with team members and stakeholders to ensure clear communication and timely resolution of obstacles.

Extracurricular Activities

Agile Club Member

2019 - 2024
DePaul University

- Participated in monthly meetings, Agile training sessions, and hackathons, fostering skills in Scrum practices and leadership.
- Contributed to organizing events, bringing in industry professionals to speak about Agile transformations and career development.

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Education

Bachelor of Science in Business Administration

DePaul University
Graduated: May 2024

Certifications

- Certified Agile Leadership Essentials (CAL-E)**, July 2024
- Certified Scrum Master (CSM)**, June 2024
- Agile Fundamentals Certificate**, May 2024

Skills

Sprint planning, retrospectives, daily standups, sprint reviews	
User stories, prioritization, and task management	
Jira, Confluence, Trello	
Metrics analysis, retrospective facilitation, and process enhancements	

Awards

-  Excellence in Agile Leadership Award, DePaul University | April 2024
-  Dean's List, DePaul University | 2019 – 2024

Hobbies

-  Agile Methodology & Coaching

