

# Emily Rose

Junior Project Manager

## CONTACT

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United States, Austin, TX

## EDUCATION

2020 - 2024

### Bachelor of Science in Computer Science

University of Texas at Austin, United States, Austin, TX

- Relevant Coursework: Software Development, Data Structures & Algorithms, Project Management
- Capstone Project: Developed a project management tool using Agile principles to help teams track progress and communicate effectively, which was later adopted by the department for internal use.

### Certified ScrumMaster (CSM)

Scrum Alliance, Certification Date: January 2022

## LANGUAGES

- English: Native
- French: Intermediate (Conversational)

## PROFESSIONAL SUMMARY

Dynamic Junior Project Manager with 2 years of experience in software development projects. Skilled in Agile methodologies, sprint planning, and cross-functional team coordination. Eager to bring strong communication and problem-solving skills to a growing tech firm.

## EXPERIENCE

### Junior Project Manager

2024 - Now

#### TechWave Solutions, United States, Austin, TX

- Coordinate the development of software applications through all stages of the SDLC, ensuring on-time delivery.
- Manage project timelines, resources, and budgets, working closely with cross-functional teams to meet project goals.
- Lead daily standups, sprint planning, and retrospectives using Agile methodologies.
- Assist in the creation and maintenance of project documentation, including user stories and progress reports.
- Help resolve issues and remove blockers to ensure the development team stays on track.

### Project Coordinator

2023 - 2024

#### Digital Innovations, United States, Austin, TX

- Supported project managers by tracking project progress and preparing status reports for stakeholders.
- Coordinated meetings and communications between project team members and clients.
- Maintained project schedules and ensured that deadlines were met.

## SKILLS

Agile and Scrum Methodologies	★★★★★
Project Scheduling (JIRA, Trello)	★★★★★
Cross-functional Team Collaboration	★★★★★
Budgeting and Cost Management	★★★★★
Problem-solving and Critical Thinking	★★★★★
Strong Communication Skills	★★★★★