**DANIEL RAPENO**

Miami, FL 33101 • (555) 555-1234 • danielrapeno@email.com • linkedin.com/in/daniel-rapeno

**AGILE PROJECT MANAGER**

Versatile professional with more than 10 years of experience managing large-scale projects. Lead exercises such as sprint planning and team standups. Kept the team on track to meet project deadlines on budget. Communicated with management and clients to keep them updated on the status of projects.

Project Scope, Planning, & Prioritizing | Resource Requirements & Management | Scheduling, Organizing, & Time Management | Project Requirements Gathering & Analysis | Oral & Written Communication Skills | Milestone Development & Deliverables Tracking | Team Leadership & Cross-Functional Team Collaboration | Project Budget Planning & Administration | Best Practices in Project Management Methodology | Analytical Thinking, Problem Solving, & Attention to Detail | Microsoft: Project, Word, Excel, PowerPoint, Access, Visio | Minitab | Clarity | VersionOne

**WORK EXPERIENCE**

**Smithers Corp., Miami, FL • Agile Product Manager, Global Marketing • (06/2018) - Present**

Lead cross-functional programs/portfolio team (ART). Focused on complex technology aspects building business values, and development and delivery efficiencies, using agile system design, development and delivery methodology.

* Prioritized providing transparency to our work at all levels, from ideation to delivery
* Created roadmaps, program plans, and scrum boards
* Set up a calendar and facilitated cadence, agile events and shared measurable outcomes
* Facilitated economic decision making and managed budgeting
* Coached and empowered the team while providing transparency to the connection between measurable outcomes, plans, and delivered work

**Witherington Corp., Miami, FL • Scrum Master • (01/2016 - 05/2018)**

Establish objectives and manage 25 IT Agile team members in execution of concurrent projects while adhering to best practices. Liaise with business managers to exceed project objectives. Mitigate risks and exploit opportunities. Manage third-party software development to enhance York systems for resale.

* Planned and managed all aspects of a $400K mainframe development Agile team for GEAC, Back Office Functions, WireDesk, and Credit Department requests. Led 11 team members in execution of this high-profile project that, if handled improperly, could result in fines, penalties, and loss of permission to process credit card transactions.
* Implemented technical solutions to support accounts receivable and billing functions, decrease system down time, and mitigate loss of customers. Met rigorous system integrity requirements and complied with credit card transaction processing requirements.
* Managed nine team members on a $350K Java development project that enabled delivery of comprehensive services in the areas of performance, volume, limits, compliance, legal, stability, support, and production incidents. Eliminated the threat of ‘lights out’ condition for credit card transactions.

**Wilkins Agency, Miami, FL • Project Manager - Office • (04/2012 - 12/2015)**

Drive development, implementation, training, and support of the enterprise project management methodology. Lead large cross functional teams in the deployment of enterprise-wide projects and programs. Direct multiple projects as project manager, leading a team of internal staff and external vendors in delivering business solutions.

* Create project plans to fit stakeholder and customer needs and deliver with-in budget on desired outcomes; full accountability for project results
* Define project roles and responsibilities in close collaboration with the Customer, including project scope and objectives to ensure a cross-functional understanding amongst project members
* Perform project tracking through clear and concise status reports and time management reports; proactively identify potential issues and track project member progress against commitments

**EDUCATION AND CERTIFICATIONS**

University of Florida, Gainesville, FL • Bachelor of Business Administration (BBA), Marketing

(2011)