

# Jacky Smith, Project Manager

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Date of birth	05/10/1983	Nationality	USA
Place of birth	Orlando, FL	Driving license	Full

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**PROFILE** Analytical and proactive Project Manager with 20+ years of experience managing infrastructure and software development projects, with budgets ranging from \$10k to \$1.5M.

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## EMPLOYMENT HISTORY

Mar 2007 – Present **IT Project Manager, Scholastic Corporation** New York, New York

Scholastic is an American multinational publishing, education and media company known for publishing, selling, and distributing books and educational materials for schools, teachers, parents, and children. As an IT Project Manager, my core activities include:

- Collaborating with internal and external stakeholders to gather project requirements
- Working with the Project Management Office to determine the project's human capital needs
- Estimating project budgets and writing all necessary documentation for approval
- Overall project governance, including ensuring compliance to industry and government regulations

Jan 2002 – Jan 2007 **Project Manager, Viacom** New York, New York

Viacom is an American multinational media conglomerate with interests primarily in cinema and cable television. As an Project Manager, my core activities included:

- Spearheading software development projects, with a primary emphasis on Agile development
- Tracking project timelines, deliverables, and budgets
- Assessing project risks and proactively resolving issues
- Facilitating morning stand-up meetings with the project scrum team

Oct 1998 – Jan 2002 **Jr Project Manager, NBA** New York, New York

The National Basketball Association is a men's professional basketball league in North America. As a Jr Project Manager, I assisted the project management team with a wide range of software development and infrastructure projects.

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## EDUCATION

Dec 2000 **New York University, Master of Business Administration** New York, New York

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## SKILLS

Project Management	Requirement Gathering
Budget Administration	Resource Allocation
Forecasting	Process Improvement
MS Project	