**Jack H. Arthur**

70 e 5st Ave | Broomfield, CO 80020 | (235) 294-4588

EMPLOYMENT HISTORY

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| **IT Project Manager** | **New York, NY** |
| Scholastic Corporation | *June 2017 – Present* |

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:

*Major Accomplishments*

* 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

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| **Project Manager** | **New York, NY** |
| Viacom, Scottsdale, AZ | *January 2008 – May 2012* |

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

*Major Accomplishment*

* 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

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| **Jr Project Manager** | **New York, NY** |
| NBA | *July 1998 – November 2007* |

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.

*Major Accomplishment*

* Implemented a off-the-shelve CRM system, saving the company $45,000 in the first year of use.

EDUCATION HISTORY

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| New York University, New York, NY | **New York, NY**  *2000 – 2004* |
| Degree: Master of Business Administration | **Scottsdale, AZ**  *2000 – 2000* |
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