



# OLIVIA WILSON

## IT PROJECT MANAGER

### CONTACT ME AT

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### SKILLS SUMMARY

- Project Management
- Software Development
- Budgeting and Cost Analysis
- Enterprise Resource Planning
- Staff and User Training
- Process Improvement

### AWARDS RECEIVED

- 📖 Most Outstanding Employee of the Year, Pixelpoint Hive (2015)
- 📖 Best Mobile App Design, HGFZ Graduate Center (2014)
- 📖 Design Awards, Cliffmoor College (2012)

### PERSONAL PROFILE

I am an IT project manager with holistic knowledge of software development and design. I am also experienced in coordinating with stakeholders.

### WORK EXPERIENCE

#### Project Manager

Westheon FGW | Oct 2017 - present

- Conduct day-to-day project coordination, planning, and implementation across multiple teams
- Create functional and technical application documents

#### Senior UX Designer

Pixelpoint Hive | Jan 2014 - Sept 2017

- Managed complex projects from start to finish
- Collaborated with other designers
- Translated requirements into polished, high-level designs

### EDUCATIONAL HISTORY

#### HGFZ Graduate Center

Masters in Project Management | Jan 2013 - Dec 2014

- Studied project planning, coordination, and ethics
- Worked with various startups on launching new apps and services

#### Cliffmoor College

BA Product Design | Dec 2008 - Dec 2012

- GPA: 3.26
- Minor in Management
- Thesis involved studying several technology companies and optimizing their product design process