



Olivia Wilson

IT PROJECT MANAGER

Skills Summary

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

Educational History

HGFZ Graduate Center

Jan 2013 - Dec 2014 Masters of Arts

Masters in Project Management

Studied project planning, coordination, and ethics.

Worked with various startups on launching new apps and services.

Cliffmoor College

Dec 2008 - Dec 2012, Bachelor of Arts

BA Product Design

GPA: 3.26

Thesis involved studying several technology companies and optimizing their product design process.

Work Experience

Project Manager

Oct 2017 - present, Westheon FGW

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

Senior UX Designer

Jan 2014 - Sept 2017 Pixelpoint Hive

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

Awards Received

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



123 Anywhere St., Any City, State,
Country 12345



www.reallygreatsite.com



hello@reallygreatsite.com



[@reallygreatsite](https://www.instagram.com/reallygreatsite)