

Temperance Jones

Project Manager

12008 Phoenix Ave NE, 6A
Albuquerque, New Mexico, 87112
Phone No: 505-208-8654
email: temperancealainajones@gmail.com



Work Experience

Project Manager - Ardham Technologies Inc.

February 2020 to Present

Was promoted to create the company's first project management department. Responsibilities included assisting with project planning from the initial award, during implementation, to wrap up. Assisted in making and assuring objectives and commitments were completed properly and on time, creating department policy and procedure in cooperation with the engineers assigned to projects. Was the primary communication when it came to planning, risk resolution and purchasing with clients and vendors. Continued all responsibilities from the NOC admin position as well.

NOC Admin Assistant - Ardham Technologies Inc.

December 2018 to February 2020

Responsibilities included scheduling meetings, site visits and events. Assisting technicians with tasks from time management and administrative tasks to light technical work. Also assisted the Engineering Director and other members of management with reporting, metrics and procedure creation

Administrative Coordinator - OGB Architectural Millwork - Feb 2018 to Dec 2018

February 2018 to December 2018

Responsibilities include but are not limited to, over the phone customer service and direction, installation and company scheduling, payroll monitoring, HR supervision, work order tracking and managing, overseeing new hire processes and paperwork, event planning, project coordination and assisting with project management, minor IT support, estimating and daily regular and irregular office needs/tasks.

Certifications

HIPAA Security

2019 - Present

HIPAA Awareness

2019- Present

Certified Associate of Project Management (PMI-CAPM)

2021 - Present

Six Sigma Black Belt (CSSGB)

2021- Present

Highlights and Skills

- ITIL Foundations Certified
- Agile
- Scrum
- Policy/Process Creation
- Safety Monitoring
- Customer Service
- Invoicing/Accounting
- Project Planning
- Microsoft products
- Dell and HP products

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References

Thomas Hanrahan

Relationship: Current Co-Worker
Title: Server and Back-Up Engineer
Company: Ardham Technologies Inc.
Phone: 505-261-0958

Shelby Paul

Relationship: Current Co-Worker
Title: Office Assistant
Company: Ardham Technologies Inc.
Phone: 505-401-4291

Patrick Pao-aroon

Relationship: Current Co-Worker
Title: Network Engineer
Company: Ardham Technologies Inc.
Phone: 505-615-3519

Tyler Culver

Relationship: Former Roommate
Title: Pharmacy Technician
Company: CVS Pharmacies
Phone: 505-267-6604

Emily Torres

Relationship: Former Co-Worker
Title: Desktop Administrator
Company: Christus St. Vincent
Phone: 505-263-2792

