

Elene Nedjina Dol

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(786)740-5291

PMI-CAPM Certified Project Manager with over 3 years of experience owning all stages of the project lifecycle from inception through monitoring and closing to deliver projects that exceed expectations on time and on budget. I am looking for a role to use my skills to contribute to a company with a positive social mission.

RELEVANT EXPERIENCES

ASSOCIATE

August 2019 – Present

JPMorgan & Chase Co., Plano, TX

- Analyze and present key data, work on projects to improve products and offerings, and find ways to best reach out to customers. Help drive projects through to completion while developing my management skills.
- Coach team members to develop sales opportunities and refer customers to designated business partners to meet branch and individual customer service and sales goals.
- Execute over 200 day-to-day transactions worth USD 400,000 on average, adhering to bank policies and operational procedures to ensure the safety and security of customer and bank assets.

CREATIVE PROJECT MANAGER

November 2018 – June 2019

Fleur Wear LLC, Contract, Miami, FL

- Delivered high-impact campaigns that were optimized to meet the client's strategic vision and business objectives while building their brand equity.
- Managed budgeting for all aspects of the event and reduced expenses by over 70% from \$25,000 to \$7,000 using both internal and external resources.
- Set deadlines for incremental goals, allocated budget and worked across software, marketing, and executive teams to ensure all teams were properly resourced
- Communicated progress and roadblocks to stakeholders including executive management and made proactive recommendations to remove roadblocks leading to the on-time and on-budget delivery of the project

PROJECT COORDINATOR

October 2016 – May 2018

Social Mobile, North Miami, FL

- Analyzed the scope of the project based on competitive analysis, interviews with customers, and customer feature requests
- Worked closely with the Project Manager to ensure all projects, milestones, and deliverables are completed on time, within budget, and meet high-quality standards.
- Developed and maintained productive working relationships with project owners, business functions, IT developers, vendors, and other project stakeholders.

SKILLS

- Project Management: Scheduling, Negotiating, Budgeting, Scope, Strategic Planning
- Agile: Scrum Framework & Practices, Kanban, Waterfall to Agile Migration
- Software: Jira, Confluence, Trello, Microsoft Suite, Google Suite, Monday.com
- Soft Skills: Management, Coaching, Motivational, Leadership, Decision Making, Communication
- Creative Skills: Social Media, Content Creation, Event Planning, Digital Management
- Additional Skills: Problem Solving, Adapting, Organizational, Transparency, Multitasking

EDUCATION & CERTIFICATION

Bachelor of Business Administration - Florida International University - School of Business

PMI Certified Associate in Project Management (2804869)

Certified Scrum Master (1280608)