

I am a solutions-oriented Senior Digital Product Manager and PMO Director with PMP® and Agile certifications. I have a strong track record of successfully leading medium to highly complex projects, managing cross-functional teams, and overseeing key project aspects including scope, timelines, risks, and budgets. My experience extends across enterprise marketing, UX/UI, and software applications. As a leader, I established and managed a PMO, and implemented effective methodologies, tools, and processes to optimize product delivery.

Self-Employed | 2022-2024

- Contract-based project management and operations consulting

Director of Project Services | [Toolbox No. 9](#) | 2008-2022

- Worked with clients to scope projects and create proposals.
- Collaborated with stakeholders to define project requirements, create backlogs, prioritize features, and develop product roadmaps to ensure overall project success.
- Created and maintained detailed project documentation, including project charters, schedules, and status reports, enhancing transparency and communication across teams.
- Conducted regular status meetings with stakeholders to provide project updates, address concerns, and manage expectations.
- Led greenfield, legacy rebuild/refresh, and maintenance products.
- Actively managed cross-functional teams of UX/UI designers, front-end developers, business analysts, and QA testers.
- Managed multiple concurrent projects from initiation to closure.

Human Resources Manager | [Ripple IT](#) | 2001-2008

- Managed all aspects of human resources, including recruiting, interviewing, hiring, performance evaluations, salary reviews, promotions, and terminations.
- Developed and implemented employee benefit programs and compensation guidelines.
- Oversaw employee review cycles, ensuring fair and consistent evaluations.

SKILLS

- Project Management and Delivery
- Process Improvement
- Agile, Waterfall & Hybrid methodologies
- Backlog Creation & Grooming
- Requirements Gathering & Analysis
- Product Roadmaps
- Risk Management
- Cost Management
- Cross-Functional Team Leadership
- Resource Management
- Change Management
- SOW Creation
- Project Estimation
- Account Management

Education & Certification

Middle Tennessee State University
B.S. English & Political Science

Project Management Institute
PMP (Project Management Professional)®
Credential #1817144