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**C O N T A C T M E A T**

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**S K I L L S S U M M A R Y**

Project Management

Software Development

Budgeting and Cost Analysis

Enterprise Resource Planning

Staff and User Training

Process Improvement

**A W A R D S R E C E I V E D**

Most Outstanding Employee of the Year, Pixelpoint Hive (2015)

Best Mobile App Design, HGFZ Graduate Center (2014)

Design Awards, Cliffmoor College (2012)

OLIVIA WILSON

**I T P R O J E C T M A N A G E R**

**P E R S O N A L P R O F I L E**

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

**W O R K E X P E R I E N C E**

# 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

**E D U C A T I O N A L H I S T O R Y**

# 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