



229 South Glades Trail Panama City Beach, FL 32407



(01)-850-730-7397



passistant@ymail.com



CAREER GOAL

My goal is to collaborate with an organization permanently (**no** staffing / temp agencies, please) which allows me the opportunity to implement my professional skills, business experience, and management abilities, in an earnest effort to assist others to meet their personal and business objectives. As a well-accomplished project manager, business analysis consultant, landlord, and Agile coach, my principal clients are empowered with techniques, tools, and strategies that elevate their baselines.



PROFESSIONAL CERTIFICATION & EDUCATION



Real Estate Law Certificate

Ashford College, Norcross, GA

Successfully completed online study and assessment of property (real and personal), lending, common community ownership, and intestate law as it relates to real estate.



PMI-Agile Certified Practitioner (PMI-ACP, 175357)

Project Management Institute (PMI), Newton Square, PA

Proven competency in practicing agile principles, responding to change to meet market dynamics, calculating relative estimation, and utilizing versatile agile methodologies.



Certified Scrum Master (CSM, 220566)

Scrum Alliance, Indianapolis, IN

Demonstrated comprehension in the art of Scrum as an agile methodology, including leading all five ceremonies, defining the three roles of Scrum, and reducing project risks.



Project Management Professional (PMP, 1297760)

Project Management Institute (PMI), Newton Square, PA

Successfully completed all strenuous requirements of certification, demonstrating processes and techniques endorsed by the Project Management Body of Knowledge.



Bachelors of Science in Education with a concentration in Mathematics

Georgia State University, Atlanta, GA

Completed engagement practicum, internship, major coursework, and general studies with B.S. degree in Education while earning honorable Magma Cum Laude status.



SKILLS & STRENGTHS

- Strong Demo Presentation Abilities
- Business Process & Requirements Analyst
- Stakeholder Communicator
- Software Development Life Cycle
- Project Management Expert
- Baseline Calculator
- MS Office Suite, Project, and Sharepoint
- Master of Hybrid & Waterfall PM Approaches



WORK EXPERIENCE



Project Specialist Consultant, Author, & Publisher (EIN 47-3513273) PM Assistant LLC / PM Assistant LLC Publishing

Perpetuating the value of the profession through corporate consultation, adult education, practical demonstration, comparison analysis, and workflow process design. Consultation services provided include clients Shing-Heng Foods (2011, Conyers, GA), Comucopia Learning (2012, Lawrenceville, GA), Verizon Wireless (2013, Alpharetta, GA), AIG (2013, Alpharetta, GA), Career Builder (2014, Norcross, GA), UPS (2014, Alpharetta, GA), Accenture / ATT (2016, Atlanta, GA), and Global Knowledge. (present, Cary, NC). Developed course curriculum *Principles of Agile Project Management Certificate Program* for University of Georgia Continuing Education Program (Lawrenceville, GA) and Gwinnett Technological College (Lawrenceville, GA). Facilitate and consult with Fortune 500 companies with Global Knowledge (Kohls, FBI, Fuji). Authored and published over 20 professional trade resources, including 4 soft/hard cover books and non-fiction books including the successful world-wide release *Projectpedia© The Only Reference Guide to Project Management* in 2016, *Hang on Tight!* in 2017, and the latest 2021 release *Ads and Fads*. Visit amazon.com/author/jeremypmiacp for the entire catalog of releases, works, and publications.



Data Management & Project Manager Southern Insurance Underwriters, Alpharetta, GA

Initiated, planned, executed resources, and delivered software project results. Managed multi-disciplinary teams, contractors and suppliers, ensuring business requirements were produced during scope verification through project closure while coordinating both internal & offshore functional data management and workflow while using Sharepoint to manage project documents with teams in a controlled repository to track changes and signal notification alerts, as designed, to executives on project updates. Documented processes and procedures, wrote user-stories and acceptance testing results, and reported project performance information.



Operations Supervisor, Project Coordinator, Project Lead Infinity Insurance Companies (formerly Atlanta Casualty Co.), Alpharetta, GA

Coached, managed, and lead multiple shifts in daily print and shipping operations while validating remote branch location requirements to ensure seamless migration during corporate transitions. Also engaged project teams in IT and Facilities Operations to deliver objectives within scope and schedule according to baselines.



PROFESSIONAL ATTRIBUTES

- Punctual and professional in all circumstances
- Encourages diplomacy to resolve conflict and stakeholder disparity
- Exhibits leadership and soft-skills to encourage and develop teams
- Performance-driven to succeed in all situations & tasks
- Exercises a sense of urgency for all priorities of my responsibility
- Seasonal volunteer with Fur Kids charity, Southeastern Railway Museum, and AIMS
- Excellent hygiene and temperament, non-smoker, and no body art