

Jerry Russell
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Sarasota, FL

Information Technology Project Manager / Business Analyst

Project management and business analysis experience including planning, supervision, risk mitigation, development, implementation, upgrades, customer relations, budgeting, purchasing,

Skills Summary

Project Management	Resource Management	Risk Management
Customer Relations	Internet Technologies	Infrastructure Implementation
Project Life Cycle	Process Improvement	Business Requirements Documents
Microsoft Office, Project, Visio	Client Needs Assessment	Exceptional Communication Skills

Operating Systems: Windows, Linux, Unix, AIX, i5/OS
Databases: MySQL, Oracle, MS SQL Server, DB2, MS Access
Languages: PHP (Zend Framework), SQL, JavaScript, jQuery, HTML/CSS, VB, ASP/VBScript, Java

Employment Experience

- Brought projects to successful completion that were stalled under previous PM
- Implemented Agile methodology in a strict Waterfall environment beating expected project deadlines
- Executed multi-application, multi-database infrastructure upgrades increasing application capacity
- Successfully negotiated conflicting business and development priorities within same product
- Streamlined change management processes saving time in release preparation
- Improved development QA processes allowing lesser bugs and greater user/client acceptance
- Simplified communication between IT and PMO, Service and Marketing business partners
- Created product demo videos saving project budget and allowing Marketing to meet client communications deadlines
- Created and delivered presentations to multiple audiences presenting information such as current status of projects, upcoming business plans and projects, new technologies available, etc.

Employment History

Independent Contractor		Sarasota FL	02/2009 – Present
Project Manager Application Development	ADP Small Business Services	Florham Park NJ	10/2005-01/2009
Independent Contractor		NYC and NJ	02/2004-10/2005
Project Manager, Trainer, Consultant	MCS Business Technologies	Sarasota FL	01/2000 – 02/2004
Project Lead Systems	Contract positions	Phoenix AZ	07/1997-01/2000

Education

- AT&T School of Business, Somerset NJ – Certificate program in Project Management Methodology
- The Chubb Institute, Parsippany NJ – Certificate program in Analysis, Design and Programming
- Montclair State College, Montclair NJ – Computer Science major – 58 credit hours

Corporate Professional Courses

Management Leadership, Affirmative Management, Presentation Techniques, Interpersonal Skills, ASP/VBScript, Data Modeling, Analysis Requirements using Structured Techniques