

Ellie Tinman

Project Manager II

Profile

I am a Project Manager II with over 5 years of experience. I have successfully managed projects from start to finish, on time and within budget. I have a proven track record in project management, as well as excellent communication and interpersonal skills. I am able to work independently or as part of a team, and can adapt to changing needs and priorities.

Employment History

Project Manager II at Nike, OR

Mar 2022 - Present

- Led a team of 12 in the successful implementation of a new CRM system which resulted in increased productivity by 25%.
- Delivered training to 100+ employees on the use of the new CRM system.
- Defined project scope, objectives and deliverables that gained stakeholder buy-in and approval.
- Developed detailed project plans and managed all aspects of assigned projects from initiation through closure.
- Effectively communicated project status updates to stakeholders on a regular basis.
- Chaired weekly meetings with cross-functional teams to resolve issues impeding progress and identify potential risks/mitigation strategies.

Project Manager I at Intel, OR

Sep 2017 - Feb 2022

- Led a team of 12 on-site engineers and 3 off-shore developers in the successful implementation of an enterprise content management system for a large financial institution.
- Defined project requirements, prepared Functional Specifications document and coordinated signoff from business users representing all departments within the company.
- Developed detailed project plans, identified risks and mitigation strategies resulting in delivery of the project on time and under budget.
- Conducted weekly status meetings with executive sponsors to provide updates on progress against milestones, issues/risks identification and escalation as needed.
- Managed vendor relationships throughout the course of the project ensuring that contracted deliverables were met according to schedule.
- Successfully rolled out new content management system to 3000+ users across North America without any major production issues.

Education

Master of Science in Project Management at Oregon State University, OR

Sep 2013 - May 2017

Some skills I've learned are effective communication, problem solving, and time management.

Details

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Links

[linkedin.com/in/ellietinman](https://www.linkedin.com/in/ellietinman)

Skills

Technical Writing

Requirements Analysis

Process Improvement

Risk Management

Project Planning

Quality Assurance/Testing

Languages

English

Bengali

Hobbies

Organizing

Crafting

Decorating