

Jayna Harper

Project Manager

✉ jayna.harper@gmail.com

☎ (924) 792-1009

📍 Maple St, Albuquerque, NM 87106

EDUCATION

Bachelor of Science in Project Management at University of New Mexico

Sep 2013 - May 2017

Some skills I've learned are effective project management, developing budgets, cost control, and risk management.

LINKS

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

SKILLS

Communication

Organization

Planning

Time management

Budgeting

Risk management

Negotiation

LANGUAGES

English

Indonesian

HOBBIES

Organizing

Crafting

Reading

PROFILE

I am a project manager with over 5 years of experience. I have managed projects in various industries, including construction, IT, and healthcare. I have a proven track record of successfully managing projects from start to finish within budget and on schedule. I am an excellent communicator and leader, with the ability to motivate teams to achieve results. I am also proficient in project management software such as Microsoft Project and Primavera P6.

EMPLOYMENT HISTORY

● Project Manager at Boeing, NM

Apr 2022 - Present

- Led a team of 15 in the development and implementation of a new software system that increased productivity by 25%.
- Successfully completed 12 projects within budget and ahead of schedule.
- Reduced project costs by 20% through effective vendor management.
- Improved customer satisfaction ratings by implementing new quality control procedures.
- Trained and mentored 4 junior project managers.

● Assistant Project Manager at Lockheed Martin, NM

Sep 2017 - Feb 2022

- Led a team of 5 to complete a \$1 million project on time and under budget.
- Successfully managed 10 projects at once, ensuring that each was completed on schedule.
- Negotiated with vendors to save the company 20% on supplies for a major project.
- Trained and mentored 2 junior staff members, who are now successfully managing their own projects.
- Resolved conflicts between team members on 3 separate occasions, maintaining team morale and productivity.

CERTIFICATES

Certified Project Manager (CPM)

Sep 2020

Certified Agile Project Manager (CAPM)

Dec 2018

MEMBERSHIPS

Project Management Institute (PMI)

American Management Association (AMA)