Courtney Perata

IT Project Manager

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📍 5118 Augusta Road, Garden City, GA 31408

EDUCATION

Bachelor's degree in Information Technology at New York University, New York, NY

Sep 2011 - May 2016

I learned how to lead and manage a team of developers in order to complete a software project on time and within budget. I also gained experience dealing with different types of stakeholders, including customers, upper management, and vendors.

LINKS

linkedin.com/in/courtneyperata

SKILLS

Strong technical background

In-depth knowledge of project management methodologies and tools

Excellent problem solving skills

Strong organizational and time management skills

Effective written and verbal communication skills

Ability to work independently and as part of a team

LANGUAGES

English

Hindi

PROFILE

I am an experienced IT Project Manager with over 6 years of experience leading and managing large, complex projects. I have a proven track record of successful project delivery, and have been recognized for my ability to effectively manage risks and reduce costs. I possess strong communication and interpersonal skills, which are essential in building productive relationships with clients and team members. I am also proficient in using different project management tools and methodologies.

EMPLOYMENT HISTORY

● Senior IT Project Manager at Accenture

Feb 2022 - Present

- Researched, selected and implemented a project management software resulting in increased productivity by 30%.
- Led a team of 15 IT professionals in developing and implementing an enterprise resource planning system. The project was completed on time and within budget.
- Defined the scope, objectives and deliverables for a complex website development project with over 100 stakeholders. Developed detailed plans and managed execution ensuring the final product met all specifications within deadline.
- Successfully launched 3 major websites/portals on schedule working with cross-functional teams (dev, ops, QA etc.). These were high traffic portals averaging 500k to 1 million pageviews per day during launch week: [Website Name] – Music Streaming Platform & [Website Name] – Video Game Developer Portal & [Website name]- TV Network Site.
- Managed full life cycle recruiting for 65+ member PMO including sourcing candidates through Boolean searches, conducting phone screens/interviews, maintaining applicant tracking system (ATS), scheduling interviews with hiring managers as well as background checks post offer acceptance.

● IT Project Manager at Deloitte

Aug 2016 - Jan 2022

- Successfully completed an IT project within the budget and schedule.
- Successfully led a team of 5 software developers in building a new system.
- Coordinated with 10 vendors to provide smooth integration of hardware and software components.
- Managed 100 end-user accounts during rollout of new CRM system, ensuring zero data loss.
- Trained 200 employees on using the new HR management software.

CERTIFICATES

PMP (Project Management Professional)

Sep 2020

CAPM (Certified Associate in Project Management)

Jul 2019

Six Sigma (Green Belt, Black Belt, Master Black Belt)

Jul 2018