

Jordan Avery Mitchell | Senior Project Manager | PMP | Agile Delivery Leader

600 Congress Avenue, Suite 1400, Austin, Texas, United States, 78701

📞 (512) 555-0147 • ✉️ jordan.mitchell@example.com • 🌐 <https://www.jordanmitchellpm.com>

🌐 [@jordanmitchellpm](#) • 🐦 [@jordanm_pm](#) • 📺 [@jordanmitchellpm](#)

Basics

- Certified Project Manager (PMP) with 8+ years of experience leading cross-functional teams to deliver software, infrastructure, and business transformation projects on time and within budget.
- Proven expertise in Agile, Scrum, and Waterfall methodologies, with a track record of improving delivery velocity by up to 35% and reducing project risk through proactive stakeholder engagement.
- Skilled in budget management, resource allocation, vendor negotiation, and executive reporting for portfolios ranging from \$500K to \$8M.
- Adept at bridging technical and business conversations, translating complex requirements into actionable roadmaps and measurable outcomes.

Education

University of Texas at Austin

<https://www.utexas.edu>

Master, Business Administration, Score: 3.9

Aug 2016–May 2018

- Graduated with distinction from the McCombs School of Business
- Led a capstone project to redesign the delivery workflow for a local nonprofit, reducing average project cycle time by 22%
- Served as vice president of the Graduate Project Management Club, organizing workshops with industry leaders

Courses: Project Management, Operations Management, Financial Accounting, Organizational Behavior, Data Analytics for Business, Strategic Management

Texas A&M University

<https://www.tamu.edu>

Bachelor, Industrial Engineering, Score: 3.7

Aug 2012–May 2016

- Built a strong foundation in process optimization, statistical analysis, and systems thinking
- Completed a senior design project on lean manufacturing for a regional aerospace supplier
- Interned with a logistics firm, supporting schedule tracking and resource planning

Courses: Engineering Economics, Probability and Statistics, Production Planning, Quality Control, Engineering Project Management, Systems Simulation

Work

Brightline Solutions Group

<https://www.brightlinesolutions.com>

Senior Project Manager

Jan 2022–Present

- Lead a portfolio of 6 concurrent software delivery projects with a combined budget of \$8M, consistently achieving 95%+ on-time milestone completion.
- Established a hybrid Agile-Waterfall delivery framework that reduced scope creep by 28% and improved stakeholder satisfaction scores from 3.8 to 4.6 out of 5.
- Coach and mentor 4 project managers and 12 cross-functional team members, introducing capacity planning and risk burndown practices.
- Partner with product, engineering, and compliance teams to align roadmaps, manage dependencies, and ensure regulatory readiness for fintech clients.
- Present monthly executive dashboards covering schedule, cost, risk, and benefits realization to C-level sponsors.

Keywords: Agile Delivery, Portfolio Management, Budget Management, Stakeholder Engagement, Risk Management

Cedar Point Digital

<https://www.cedarpointdigital.com>

Project Manager

Jun 2019–Dec 2021

- Managed 15+ web and mobile application projects from initiation through launch, with budgets up to \$1.2M and teams of 10-18 people.
- Implemented Scrum ceremonies and Jira workflows, increasing sprint predictability by 30% and reducing average defect escape rate by 18%.
- Negotiated vendor contracts and managed external partners, saving \$220K over two years through consolidated licensing and improved payment terms.
- Built project charters, WBS, RAID logs, and change control processes adopted as standard templates across the PMO.

Keywords: Scrum, Jira, Vendor Management, Change Control, PMO

Lone Star Infrastructure Partners

<https://www.lonestarinfra.com>

Associate Project Manager

Jul 2018–May 2019

- Supported the delivery of municipal infrastructure and IT modernization projects with budgets totaling \$3.5M.
- Coordinated schedules, permits, and vendor deliverables across 8 workstreams, ensuring compliance with city and state requirements.
- Prepared weekly status reports, meeting minutes, and risk registers for project sponsors and steering committees.
- Assisted in the transition from waterfall to agile for the internal tools team, facilitating retrospectives and backlog grooming.

Keywords: Infrastructure, Compliance, Scheduling, Reporting, Agile Transition

Languages

English: Native or Bilingual Proficiency

Keywords: TOEFL 115

Spanish: Full Professional Proficiency

Keywords: DELE C1

French: Elementary Proficiency

Skills

Project Management: Expert

Keywords: Agile & Scrum, Waterfall, Hybrid Delivery, Portfolio Management, Risk Management, Budgeting, Resource Planning

Tools & Platforms: Advanced

Keywords: Jira, Confluence, MS Project, Asana, Trello, Smartsheet, Miro

Leadership & Communication: Expert

Keywords: Stakeholder Engagement, Executive Reporting, Team Mentoring, Conflict Resolution, Vendor Negotiation

Technical Acumen: Intermediate

Keywords: SQL, API Integration, Cloud Fundamentals, Data Analysis, CI/CD Concepts

Awards

Project Management Excellence Award

Brightline Solutions Group

Nov 2023

Recognized for leading the highest-performing delivery portfolio in the company, achieving 98% on-time delivery and a 4.7/5 stakeholder satisfaction rating.

Dean's List

University of Texas at Austin

May 2017

Awarded for academic excellence in the McCombs School of Business MBA program.

Certificates

Project Management Professional (PMP)

<https://www.pmi.org/certifications/project-management-pmp>

Project Management Institute

Mar 2020

Certified ScrumMaster (CSM)

<https://www.scrumalliance.org/certifications>

Scrum Alliance

Sep 2019

Certified Agile Leader (CAL)

<https://www.scrumalliance.org/certifications>

Scrum Alliance

Jun 2022

Publications

PMI Global Congress Proceedings

<https://www.pmi.org/learning/library/agile-portfolio-management-regulated-indu>

Agile Portfolio Management in Regulated Industries

Oct 2022

- Examines how hybrid delivery models can satisfy regulatory requirements while preserving Agile flexibility.
- Presents a case study from fintech and healthcare projects with measurable improvements in compliance and speed.
- Offers practical templates for RAID logs, stage gates, and executive dashboards.

References

Dr. Evelyn Hart

Former MBA Capstone Advisor

(512) 555-0198

evelyn.hart@utexas.edu

Jordan consistently demonstrated exceptional leadership and analytical rigor. Their ability to align diverse stakeholders and drive projects to completion makes them an invaluable asset to any organization.

Projects

Global ERP Rollout

<https://www.brightlinesolutions.com/projects/global-erp>

A multi-site ERP implementation for a manufacturing client across 6 countries.

Feb 2022–Nov 2023

- Led a 25-person cross-functional team through discovery, design, build, test, and deployment phases.
- Managed a \$4.2M budget and coordinated 5 external vendors, delivering all 6 country rollouts within 3% of budget.
- Reduced order-to-cash cycle time by 19% through process standardization and automation.

Keywords: ERP, Change Management, Vendor Coordination, Global Rollout

Customer Data Platform Migration

<https://www.cedarpointdigital.com/projects/cdp-migration>

Migrated legacy customer data into a unified cloud platform for a retail client.

Jan 2021–Aug 2023

- Directed a 12-person team to migrate 40M+ customer records with zero critical data loss.
- Established data quality gates and rollback plans that reduced post-launch incidents by 40%.
- Facilitated weekly steering committee meetings and delivered executive dashboards on progress and risks.

Keywords: Data Migration, Cloud, Data Quality, Stakeholder Management

Interests

Professional Development: Agile Coaching, Leadership, Public Speaking, Mentoring

Personal: Trail Running, Cooking, Travel, Photography

Volunteer

PMI Austin Chapter

<https://pmi-austin.org>

Volunteer Program Coordinator

Jan 2021–Dec 2023

- Coordinated monthly professional development events for 300+ chapter members, increasing attendance by 25%.
- Recruited and managed 15 volunteers, creating onboarding materials and recognition programs.
- Facilitated a mentoring circle for aspiring project managers, supporting 20 mentees over two years.