STEPHANIE OLIVAS, MBA

[redacted]

PROJECT MANAGER

Results-driven Project Manager with over eight years of experience managing complex projects from initiation to closing. Skilled in work planning, budgeting, resource planning, risk assessment, scope management, and change management. Demonstrated success in leading cross-functional teams and managing multiple projects simultaneously while meeting deadlines and delivering high-quality results. Experienced in implementing processes and projects across multiple levels of the organization and working with a Project Management Office (PMO) using program and project processes and methodologies. Adept at translating customer needs into strategy, technology, and process solutions. Excellent communicator with strong interpersonal, analytical, critical thinking, problem-solving, and organizational skills.

SKILLS & EXPERTISE

Project Management | Change Management | Forecasting & Budget Management | Resource Planning | Stakeholder Management | Risk Analysis & Management | Customer Service & Success | Process Optimization | Knowledge Management | Operational Support | Continuous Improvements | Training & Documentation | Project Scheduling | Event Planning | Vendor Management | Lifelong Learner

PROFESSIONAL EXPERIENCE

PROJECT MANAGER, STRATEGY | **Denver Public Schools** | Denver, CO | Feb 2023 - Present

- Partner with executive leaders to assess strategic goals and alignment on projects, defining and designing operational solutions, managing the implementation and integration with operational departments, and establishing metrics of long-term project success.
- Planned and managed key aspects of development and implementation of holistic technology solutions, including requirements definition, process re-engineering and design, vendor selection and vendor management, system design, testing, deployment, and utilization of Software Development Life Cycle methodologies to ensure on-time, on-budget implementation of technology solutions that aligned with organizational needs and dependencies.
- Developed and applied objective-based change management strategies and communication plans to ensure stakeholder and team member support

IMPLEMENTATION & PARTNERSHIP PROJECT MANAGER | **Colorado Education Initiative** | Denver, CO | Feb 2018 – Feb 2023

- Developed and executed strategic project plans, schedules, and budgets for 5-10 complex projects at any time, including an annual, international weeklong conference for 500+ clients.
- Coordinated and directed communications with key stakeholders, proactively identifying and mitigating critical project changes and risks to maximize productivity and efficiency, and ensuring timely and effective resolution of issues.
- Spearheaded the creation, implementation, and training of organization-wide project management and knowledge management tools, processes, and resources, including project plans, charters, budgets, retrospectives, and other deliverables, resulting in increased efficiency and alignment across teams and departments.
- Aligned all projects with the organization's long-term strategic vision and mission, ensuring delivery of sustainable value to clients and stakeholders.
- Provided comprehensive assistance to the development team with grant reports and earned revenue proposals, resulting in increased funding and revenue streams.

DATA & DEVELOPMENT PROJECT MANAGER | **COLOR Latina** | Denver, CO | May 2015 – Feb 2018

- Supervised and trained a high-performing development coordinator by leading the hiring and onboarding process, ultimately selecting a qualified candidate to join the team.
- Managed the organization's political data and voter contact data pipeline for 501(c)(3) campaigns, leveraging tools such as walk lists, phone bank lists, volunteer lists, and online actions to drive successful campaigns.
- Developed and refined grant management processes to optimize the allocation of a $1.2M annual organizational budget, leading to sustainable growth year over year.
- Oversaw key functions related to planning, promoting, and executing the annual capital campaign fundraiser, resulting in a 30% increase in the individual donor program each year.

Additional Experience: Colorado College Teaching Assistant/Paraprofessional, Children's Literacy Center, Lead Tutor | Colorado League of Charter Schools, Public Affairs Fellow | Planned Parenthood of the Rocky Mountains, Data & Research Intern | Public Achievement, Youth Coach

EDUCATION

Regis University, Anderson College of Business & Computing, Denver, CO
Master of Business Administration, Specialization: Project Management

Colorado College, Colorado Springs, CO
Bachelor of Arts in Sociology

CERTIFICATIONS

Project Management Professional Certificate | Expected: Summer 2023
Prosci Change Management Certificate | Expected: Summer 2023

TECHNICAL SKILLS & SOFTWARE

Microsoft Office: Project, Word, Excel, PowerPoint; Google Suite, Monday.com, Eventbrite, Cvent, SharePoint, Microsoft Teams, Databank CRM, Adobe Creative Suite, Dropbox, Social Media Platforms

Have not worked at an organization with access to, but interested in learning: Asana, SQL, Jira etc.

LANGUAGES

English and Spanish

PROFESSIONAL AFFILIATIONS

Fellow, New Leaders Council: 2017 – 2018
Fellow, Public Interest Fellowship Program: 2013

INTERESTS

Chatting, Eating, Reading, Painting, Travel, Home DIYs, Foreign Television, Archery, Video Games