

# Mandy Moore

job@mandym.com

+1-202-930-1462

## Summary

Seasoned Project Manager with over 20 years of experience managing a wide range of technical and non-technical projects. Expert at process development and implementation with a focus on optimization and efficiency. Skilled at Business <-> Technology translation. Direct experience with both Agile and Waterfall Project Management methodologies.

## **Technical Project Management Consultant - Freelance, Worldwide**

*September 2005 - Present*

By leveraging over 20 years of business and technology experience, I help companies define their problems and develop business, operations, and technology solutions to solve those problems. I lead the development, implementation, and delivery of internal and customer facing tools ranging from new procedures to custom software development. I also create business and technology reviews, multi-year technology plans, and project road maps to help ensure that business and technological needs are met going forward.

## **Software Developer - Freelance, Worldwide**

*November 2014 - Present*

After evaluating client needs and utilizing the appropriate language and technology for the individual client and project, I take projects through the full software development life cycle (SDLC) from idea to production. I work closely with clients, stakeholders, and members of the development team and use Agile Methodologies to produce web applications and internal tools to client specifications. My focus is on writing clean, tested, documented, maintainable code using software development best practices.

## **Project Manager - JM Zell Partners, Washington, DC**

*September 2002 - September 2005*

Working closely with my internal team, Senior Congressional Staff, and Presidential Appointees, I managed the entire project lifecycle for the US Capitol Visitor Center Operations Plan including: plan development (tasks and timeline), resource allocation, risk assessment and mitigation planning, and preparing post-project lessons-learned documentation. I also implemented troubleshooting and risk management plans with project participants including team members, subcontractors and clients.