

# Linda Novak

## PMP

Project Manager

### CONTACT

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Chicago, IL

### SKILLS

PMP  
Agile / Scrum  
Risk management  
Budget control  
Stakeholder management  
MS Project  
Jira  
Vendor management

### SUMMARY

PMP-certified project manager with 7 years delivering IT and infrastructure projects up to \$4M. 92% of projects delivered on time and within budget.

### EXPERIENCE

#### IT Project Manager

2020 — Present

*GlobalTel*

- Delivered a \$4M data-centre migration 3 weeks early and 6% under budget.
- Managed a portfolio of 11 concurrent projects with 92% on-time delivery.
- Introduced a risk register and weekly review that cut schedule slips by 40%.
- Negotiated vendor contracts saving \$310k over 3 years.
- Coordinated teams of up to 25 people across 3 time zones.

#### Project Coordinator

2017 — 2020

*FinServe*

- Vendor contracts saved 310k

### EDUCATION

#### PMP

#### Scrum Master