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# Alison Porter

## Staff Program Manager

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## OBJECTIVE

Enthusiastic Staff Program Manager with 9 years of experience in managing engineering, marketing, web design & development, and production projects. Accustomed to fast-paced environments, and managing projects of all sizes, including in-person events. Specialize in building and maintaining lasting client relationships, and thriving in a start-up environment. Looking to join a team that will allow me to apply my skill set to drive transformative change and optimize program efficiency.

## EXPERIENCE

### Project & Program Management Experience

- Lead Product development teams in prioritizing, planning, backlog grooming, and stand-ups.
- Lead daily meetings discussing progress of existing in-house jobs, incoming jobs, team capacity reports, and coordinating team schedules.
- Develop detailed project plans, track scope, manage project schedules, and perform risk analysis to achieve desired outcomes.
- Lead retrospectives to discuss learnings from completed projects & programs, and document findings to implement for future initiatives.
- Manage large, multi-team initiatives in both Engineering and Marketing departments, including in-person events.
- Direct schedule of weekly projects and anticipate timelines for milestones and completion dates.
- Coordinate projects with both local and international teams.
- Experienced in SCRUM, Agile, and Kanban methodologies.

### Process Creation / Implementation Expertise

- Eliminate process discrepancies, implemented continuous improvements, and developed & maintained processes that aligned with the types specific team projects.
- Draft company process documents.
- Create and moderate company wiki that facilitates step by step project workflow.

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## Resource Management Experience

- Assign tasks to associates to fit skill levels and maximize team performance.
- Schedule freelance talent (both in house and remote).
- Review and approve freelance time cards.

## Platform Expertise

- Proficient in use of Jira, Confluence, and Google Suite.
- Also have had experience in use of Asana, Trello, Forecast, Harvest, Basecamp, as well as Microsoft Word, Excel, and Powerpoint.

## EMPLOYMENT BACKGROUND

- **Airship**, Staff Program Manager, Portland, OR, Sep. 2018 - Present
- **Splash Worldwide**, Traffic & Resource Manager, Portland, OR, July 2017 - Aug. 2018
- **Roboboogie**, Digital Project Manager, Portland, OR, Feb. 2017 - July 2017
- **AHA, Inc.**, Project Manager, Vancouver, WA, March 2016 - Jan. 2017
- **Copter Labs**, Digital Project Manager / COO, Portland, OR, Jan. 2012 - Feb. 2016

## CERTIFICATIONS

**Project Management Professional (PMP)**, Project Management Institute, Dec 2020

**Certified Scrum Master (CSM)**, Scrum Alliance, Oct 2018

## ACCOMPLISHMENTS

### Presentations

- “Successfully Wrangling Remote Teams,” Rising Star at Future Insights Live, June 1-4 2015, Las Vegas, Nevada

### Publications

- **Porter, A.**, (2017) “How To Successfully Start A New Project Management Job” [thedigitalprojectmanager.com](http://thedigitalprojectmanager.com)

### Awards

- Achieved **Collaborative Colleague** award in March 2022

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## **EDUCATION**

**Portland Community College, Portland, OR** - *BA Communications*

March 2021 - PRESENT