

Contact Information

Vancouver
British Columbia
Canada

olga.sa.pm@gmail.com
olgasapm.com
linkedin.com/in/olgasapm

Affiliations

Project Management Institute
Scrum Alliance
Toastmasters International

Olga Sa | PMP, CSM

Profile

Over seven years of diverse experience working with cross-functional teams to implement complex medium to large scale digital marketing and eCommerce projects with an emphasis on usability, eMarketing and results. Bring a wealth of tangible and technical project management techniques.

Key Competencies

- Over 7 years of experience managing projects
- Successful management of multiple projects concurrently, ranging in length from one month to a year
- Full project life cycle management: initiation, requirements and assets gathering, estimating, communication and risk planning, vendor procurement, execution, change management, earned value management, status updates, monitoring and controlling scope/budget/timeline/quality, milestone signoffs, performance reporting and reviews, retrospectives, lessons learned, closure, maintenance support
- Thorough understanding of Agile techniques as well as Waterfall
- Recruited and supervised, virtual and in-house cross functional teams including information architects, copy writers, art directors, designers, tech leads, developers (front end/server side/mobile), animators, QA, IT, SEO
- Extensive experience in client interfacing, expectations & relationship management, presenting to stakeholders, training, conflict resolution and negotiations; communication with Sales, Client's in-house and Marketing agency teams
- Comfortable with preparing proposals, statements of work, project charters, and collaborating on functional specifications, wireframes, creative briefs, style guides, heuristic evaluations, and other technical documents
- Worked on projects with PHP, open source and proprietary .NET, HTML, XML and Flash, languages
- Knowledge of: MS Office, Visio, MS Project, Merlin, Adobe Acrobat, ACT, OpenAir, Evolve, Confluence, Jira, Basecamp, Freshbooks, Windows and Mac OS

Education

- Project Management Professional (PMP) Designation, Vancouver - December 2011
- ASPE Technology, ScrumMaster Certificate, Vancouver – July 2008
- Seneca College, Business Diploma, Toronto – October 2007
- Seneca College, Accounting Certificate, Toronto – December 2004

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Experience

Blast Radius Project Manager

**Vancouver BC
April 2010 - Present**

- Applying working knowledge of PMI Process Groups, project financials, planning, forecasting and resource planning in order to manage project teams and business issues
- Identifying project objectives and managing all aspects of the project: estimation, scope, risk, schedule, budget, quality and communication
- Monitoring financial baseline and its impacts to the overall account and/or project costs and expenses on projects with budgets up to \$800,000US
- Providing leadership and establishing clear expectations on how the team will work together to accomplish the team objectives for in-house and remote project teams through all phases of the project lifecycle (up to 40 professionals from Strategy, Creative and Technology teams)

Devlin eBusiness Architects Project Manager

**Vancouver BC
January 2008 - December 2009**

- Directing end-to-end cycle of web, VOIP and iPhone development with open source, custom and proprietary CMS and eCommerce tools in PHP, .NET and XML
- Assisting in the delivery of revenue and profitability targets on projects with budgets up to \$135,000CA
- Liaise between Sales, Marketing, Clients and web development teams
- Supervising all aspects of resource management for in-house and remote teams (up to 10 professionals such as information architects, copy writers, art directors, designers, tech leads, developers (front end/server side/mobile), QA, IT, SEO) . Recruiting, interviewing and training new employees
- Contributing to the creation of internal processes

UnpluggedTV.com Limited Project Manager

**Toronto ON
August 2004 – January 2008**

- Coordinated information architecture, creative design, development, testing, and hosting of numerous websites with rich content and custom content management systems utilizing Flash. Adhered to functional requirements and feature compliance of TELUS Mobility microsites.
- Managed technical and creative design, development, testing, and hosting of 3 mobile messaging applications utilizing C#, Flash and BREW. Adhered to Verizon's network compliance/compatibility requirements.
- Produced Flash animation projects and live action series.
- Supervised virtual and in-house teams of up to 5 members including information architects, art directors, designers, developers (front end/server side/mobile), animators, QA and IT
- Managed budgets from pro bono up to \$200,000CA and vendor procurement