

Rachel Kim, PMP

Project Manager | Cross-Functional Delivery, Budget & Risk

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18

PROJECTS DELIVERED

94%

ON TIME & BUDGET

\$4.5M

PORTFOLIO MANAGED

4.7/5

STAKEHOLDER CSAT

01 SUMMARY

PMP-certified Project Manager with 3.5 years of experience delivering cross-functional programs for enterprise clients. Managed portfolios of up to \$4.5M, delivered 18 projects with 94% on-time and on-budget performance, and improved stakeholder satisfaction scores to 4.7 out of 5. Skilled in Agile and hybrid delivery, risk management, vendor oversight, and executive reporting.

02 SKILLS

Project Management: Scope, Schedule & Budget Management, Risk & Issue Management, Stakeholder Communication, Resource Planning, Change Control, Vendor Management, Status & Executive Reporting

Methodologies: Agile/Scrum, Hybrid, Waterfall, Kanban, PMBOK, Lean

Tools: MS Project, Jira, Asana, Smartsheet, Confluence, Power BI, Excel (Advanced), SharePoint

03 EXPERIENCE

Project Manager

Jun 2023 – Present

Peachtree Enterprise Solutions — Atlanta, GA

- Manage a portfolio of 6 concurrent projects totaling \$4.5M; delivered 18 projects with 94% on time and within budget.
- Led a 12-month ERP migration for 800 users across 5 departments, completing 3 weeks early and 6% under budget.
- Reduced schedule risk exposure by 40% by instituting weekly risk reviews and a quantified risk register.
- Coordinated 25+ team members and 4 vendors; negotiated change orders that avoided \$320K in scope creep costs.
- Presented monthly status to the steering committee; stakeholder satisfaction averaged 4.7 out of 5.

Assistant Project Manager

Jul 2022 – May 2023

Georgia Systems Integration — Atlanta, GA

- Supported delivery of 8 software implementation projects (\$300K–\$1.2M) by maintaining plans, budgets, and RAID logs.
- Facilitated sprint planning and retrospectives for 3 Scrum teams, improving velocity by 15%.
- Standardized project templates and status reporting, cutting reporting time by 30%.

04 SELECTED PROJECT

ERP Migration: replaced 3 legacy systems, reduced month-end close by 4 days, and achieved 99.5% data-migration accuracy at go-live.

05 EDUCATION

Bachelor of Science in Business Administration

Georgia Institute of Technology — Atlanta, GA

2022 | GPA 3.6

06 CERTIFICATIONS

- Project Management Professional (PMP), PMI
- Certified ScrumMaster (CSM)
- CAPM, PMI