

Patrick W. Kelly

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Project Manager

EXPERIENCE

Capgemini, Wilmington, DE — *Project Manager*

June 2018 - April 2020

Achievements: Launched three more partnered automotive landing pages soon after starting, doubling annual budgets.

Responsibilities: I oversaw web development projects for our banking client's automotive and credit card pages totaling about \$1 million of budget annually in a client facing role in a deadline driven environment. I recorded and reconciled time tracking against project tasks, all using Workfront Enterprise Project Management software. I provided estimates, projected timelines, and level of efforts. I updated and revised schedules weekly to maintain accurate project forecasts. Documented client requirements, all using Microsoft Office. Worked with subject matter experts to oversee design, development and implementation of campaigns and websites for clients. I worked with quality assurance teams to review acceptance testing processes. And I facilitated and organized weekly internal and client status calls.

Verizon Wireless, Downingtown, PA — *Sales*

December 2014 - June 2018

Achievements: I designed sales sheets used throughout our zone, giving our salesmen a tailored sales tool and our clients understanding of how their bill is broken down or the changes being made.

Responsibilities: I was responsible for learning customer needs to provide tailored solutions. I provided set-up, troubleshooting, and product demonstrations, as well as assisting other representatives with my knowledge and expertise in their sales.

New Western Acquisitions, Bala-Cynwyd, PA — *Acquisitions Agent*

March 2014 - December 2014

Achievements: I developed an excel spreadsheet to evaluate and track properties for acquisition.

Responsibilities: I developed and maintained a list of clients, sending email marketing to investors about newly available properties, as well as locating distressed properties for sale.

Mid-State Beverage Company, Williamsport, PA — *Outside Sales Rep*

December 2012 - March 2014

Achievements: I piloted a commissioned merchandising program to increase product sales. I converted 5 customers from indirect business to direct business, making our products more profitable to those customers and improving our relationship with them.

Responsibilities: I serviced 80+ bars, restaurants, and distributors in obtaining orders and placing new products. I reported to management, submitting daily call reports, weekly work plans, and monthly sales reports. I also monitored competition by gathering current marketplace information on pricing, products, merchandising techniques, etc.

EDUCATION

Bloomsburg University of Pennsylvania — *Bachelor's Degree*

June 2008 - December 2012

Major in Marketing

SOFTWARE SKILLS

Workfront Enterprise (Project Management Software)

Microsoft Office

- Excel
- PowerPoint
- Word
- Outlook
- Teams/Skype
- SharePoint

Adobe Acrobat Pro

Salesforce

Visual Code Studio

Adobe Photoshop CS5

SOFT SKILLS

Personality Type ENFJ

Project Management Methodologies

Quick understanding of new technologies

Hard worker individually and in a team

Self-organized

Able to receive and deliver clear and useful criticism

Calm and adaptable to changes and unexpected obstacles

TECHNICAL SKILLS

Python

- Django
- Flask
- TkInter
- Kivy
- BeautifulSoup
- SQLite
- MySQL
- PostgreSQL

HTML

CSS

Javascript