

# ANYA MINNIES

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## PROJECT MANAGER | CERTIFIED PSM-1 SCRUM MASTER

### SUMMARY

Ambitious project manager with a background writing proposals for government software development projects. Experienced at ensuring the delivery of quality projects on time and within budget through tactical planning, risk analysis, client communication, and project tracking. Recently earned a certificate in Technology Project Management from the University of Miami to enhance my knowledge of software and project management lifecycles and further develop my skills in agile and waterfall frameworks. Skilled oral & written communicator with the ability to solve complex problems and manage multiple scheduled or ad hoc projects with strict deadlines.

### SKILLS, TOOLS, METHODOLOGIES & FRAMEWORKS

- |  |   |                             |
|--|---|-----------------------------|
| ✓ Project Management                                     | ✓ Business analysis                     | ✓ Formal meeting management |
| ✓ Oral & written communication                           | ✓ Hybrid project management             | ✓ Presentation skills       |
| ✓ Executive communication                                | ✓ Jira Epic and User Story tracking     | ✓ Scrum artifacts           |
| ✓ Software development life cycle                        | ✓ Project dashboards                    | ✓ Kanban boards             |
| ✓ Traditional project management & waterfall development | ✓ Agile methodologies & scrum framework | ✓ Velocity charts           |

**Interpersonal skills:** Conflict Management, Leadership, Team Building, Problem Solving, Critical Thinking.

**Tools:** Jira, Confluence, Asana, Monday, CRM, Salesforce, G Suite, SQL, Tableau, Power BI, MS office, Slack, and SharePoint.

**Methodologies & Frameworks:** Scope Management, Project Lifecycle Management, Schedule Management with Sprint Planning and Gantt Charts, Waterfall and Agile Methodologies, Scrum Framework Including the Kanban Method, Hybrid Methodology, Scrum Master, Risk and Mitigation Analysis, and Budget and Cost Analysis.

### PROJECTS

#### Customer Team Software Implementation Project

Applied knowledge of the waterfall methodology by helping Kyzen implement JIRA and Wrike as their new project management tools. Clear and upfront goals and expectations were set and transparent project documentation was used. All required artifacts were created and the project was executed while mitigating risks and maintaining the project's timeline.

- Managed a project through every phase of the lifecycle.
- Wrote a project charter, project status reports, and executive-level project summary report.
- Configured new project structure in Wrike including:
- Project schedule with tasks, assignees, and dependencies
- Risk register to evaluate project risk
- Created custom dashboard for monitoring project progress
- Maintained a schedule throughout the full project life cycle.
- Analyzed and resolved a project resource over-allocation problem.
- Summarized a risk response and close project risks.

Tools/Software:

Jira, Confluence, Wrike

## Dante's Delights Website Design

Managed a website development project demonstrating knowledge of agile, Jira, and Confluence. Worked as part of a scrum team to initiate, plan, execute, monitor, and close sprints for a website development project where another scrum team was the customer.

- Created a project datasheet for a website development project.
- Planned sprints using Jira and Confluence.
- Created wireframes for a website & built a website based on the wireframe design.
- Analyzed a sprint burndown chart to respond to a customer change request.
- Analyzed software requirements to ensure that they were precise, understandable, necessary, and testable.
- Wrote test cases based on user stories & executed test cases and documented test results.
- Resolved defects found during test execution.
- Wrote a sprint summary report.
- Planned and facilitated a sprint review & sprint retrospective.

Tools/Software:

Jira, Confluence, Google Drawings, Google Sites

## Elevator Modernization Project

Managed a multimillion-dollar project spanning 1.5 years to modernize the elevator system of a medical office building consisting of 6 elevators. Demonstrated traditional project management skills through oversight of the planning, design, and execution of the modernization project from its beginning to end. Oversaw all communications and scheduling, prepared budget charts and status reports, and ensured the project was successfully completed within schedule and budget constraints.

- Managed a traditional project from beginning to end.
- Exhibited complex problem solving.
- Successfully managed strict deadlines (e.g. deliveries, inspections, equipment invoices)
- Tracked budget through real-time analysis of project expenses and costs.
- Generated weekly status reports.
- Exhibited exceptional oral & written communication skills through interactions with vendors and upper management.

Tools/Software:

MRI, Microsoft Teams, Microsoft ToDo, SharePoint, Microsoft Office

## PROFESSIONAL EXPERIENCE

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### Proposal Coordinator

JUN 2021 – OCT 2021

Blue Capture Consulting

Arlington, VA

*Contributed throughout entire proposal process preparing detailed plans, schedules, outlines, questions, submission instructions, production plans, compliance matrices, and template documents for proposal development.*

- Contributed throughout the entire proposal process including identifying, developing, and implementing proposals.
- Assessed federal acquisition documents for barriers to bidding and identified all proposal requirements.
- Prepared detailed proposal plans, schedules, outlines, questions, submission instructions, production plans, compliance matrices, and template documents for proposal development.
- Sourced non-proprietary boilerplate content, created graphics and concept diagrams to explain processes, procedures, and approaches.
- Served as the central point of contact leading management of the proposal response.
- Qualified RFP's, built content, tracked progress, and built compelling responses by leveraging company's value proposition and differentiators.

- Directed proposal kickoff and debrief meetings.
- Archived client's responses, building individual company databases of common answers to RFP questions and requirements that can be utilized in future bids, including master resume templates, and past performance write-ups.
- Worked proactively in collaboration with Subject Matter Experts (SME's) and marketing teams to develop and deliver high quality and compliant responses.
- Implemented company branding into proposal responses to include color, logos, styles and/or themes and value proposition statements.

### **Property Management Assistant**

JAN 2018 – JUN 2021

Meadows & Ohly

Richmond, VA

*Oversaw management and leasing of 7 medical office buildings in the Richmond, Virginia area consisting of 548,801 square feet. Organized and oversaw dozens of construction and equipment improvement projects worth over \$1.5 million each.*

- Drafted, revised, and formatted lease documents, service contracts and construction agreements.
- Assisted in all aspects of vendor management including maintaining service contracts and certificates of insurance, processing invoices and scheduling services.
- Generated monthly financial reports including aged delinquencies, collections, and general ledger reviews.
- Organized and oversaw construction projects including ordering samples and plans, submitting plans for permits, scheduling, and overseeing all contractor correspondence.
- Served as front-facing company contact for all tenant relations and acted as primary point of contact.
- Enhanced relationships with key clients and vendors.
- Maintained and organized all documentation and computer-based information including the digitization of all building inspection reports, preventative maintenance reports, tenant lease files and work tickets.
- Demonstrated exceptionally strong interpersonal, customer service, and communication skills.

### **Administrative Assistant**

AUG 2016 – JAN 2018

Healthcare Realty

Richmond, VA

*Managed 8 office buildings consisting of over 600,000 square feet. Served as the primary front-facing company contact including coordination of all tenant and vendor relations.*

- Administrative Assistant for 8 medical office buildings consisting of over 600,000 square feet.
- Answered all incoming calls and company emails as primary point of contact for all tenants and vendors.
- Managed vendors including maintaining service contracts, Certificates of Insurance, capital construction contracts.
- Scheduled preventative maintenance services for building equipment and maintained all inspection records.
- Processed all incoming invoices & allocated costs according to property account ensuring proper categorization in General Ledger.

## **EDUCATION**

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### **Technology Project Management, Certificate Program**

2022

University of Miami

Miami, FL

### **Bachelor of Science, Business Administration & International Business Management**

2013

Virginia Commonwealth University

Richmond, VA