

[Jennifer Weber, PMP](#)

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## SKILLS

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Project Manager - Proven Track Record of Cross-Functional Collaboration -  
Excellent Written, Verbal and Presentation Skills - High Level Customer Service Provider

## WORK EXPERIENCE

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### Workplace Project Manager

*MovePlan Group / Boston, MA / September 2022 - present*

- Act as Project Manager in a consultancy role onsite with MovePlan's business customers to make sure customers reach value as quickly as possible by effectively delivering workplace change, including lab moves, relocations and restacks.
- Build solid relationships and earn trust with multiple client stakeholders; learn their business priorities, office culture and brand to most effectively deliver messaging.
- Champion and communicate change plans to employees in a planned and timely fashion, ensuring that they understand and support the changes to facilitate a smooth transition and reduce down time.
- Plan, lead and implement deliverables to customers to meet their goals, with an ability to pivot and implement additional requests as needed. Proactively manage multiple customer projects within scope and schedule.

### Director, Operations & Technology (promoted from National Operations Manager)

*Jumpstart / Boston, MA / Jan 2012 - September 2022*

- Drove and managed concurrent software projects in a fast-paced environment across cross-functional teams (including Technology, Program Operations, Evaluation) with a team of 6. Scoped and planned schedules and deliverables, as well as measured and documented results for 150 staff and 3,500+ volunteers.
- Led and ensured yearly key project success of procurement and shipment of 11,000 uniforms using Shopify and AirTable with 64+ variants for volunteers across 80 locations while meeting brand and funder guidelines; mitigated risks in quality and delivery by effectively and regularly monitoring vendor performance metrics.
- Increased end-user satisfaction by sourcing and switching to a new managed service provider vendor, reducing monthly expense by 25%.
- Produced quarterly live all-staff presentation in PowerPoint and Teams, to facilitate clear internal communication. Coordinated and managed content from several participating departments across the organization.
- Managed office construction project to build three additional office spaces from open floor plan. Worked with internal stakeholders, construction company and building facilities management for an on-budget completion.

### Executive Assistant to the President / Social Media Manager

*YMCA of Greater Boston / Boston, MA / Dec 2004 - Dec 2011*

- Successfully increased online engagement within target demographic by establishing brand strategy and written communications on Facebook & Twitter, resulting in 2k new unique users.
- Headed employee newsletter project to elicit contributions, edit, design, produce, and publish printed newsletter 6 times a year, distributed to 15 locations and hundreds of employees, increasing clear internal communication.
- Planned and managed fundraising events to maximize engagement and ensure a smooth event, In connection with the External Relations department.

**Studio Manager | Illumina | Lowell, MA | Apr 2003 - Oct 2003**

- Increased number of returning clients and improved customer satisfaction by establishing intake and planning processes for proposed projects, to facilitate complete and on time deliverables.
- Interpreted and analyzed clients' scope and vision, contracted freelance vendors, and coordinated timelines and schedules to ensure customer satisfaction.

**Studio Manager | Boston Picture Group | Boston, MA | Feb 2002 - Apr 2003**

- Ensured client success by supporting customer needs and vision on new photo projects by scoping project, as well as management of deadlines and coordination of schedules.

**Event Assistant & Darkroom Printer**

*Corrinne Schippert Photography | Arlington, MA | Oct 2000 - Feb 2002*

- Contributed to event success at ~20 high-end weddings and events. Collaborated and organized with on-site event management companies and vendors, communicated with clients and guests, and managed extensive lighting and camera equipment on site.
- Hand-printed archival black and white photographs in darkroom for heirloom wedding albums.

**EDUCATION & CERTIFICATION**

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**Project Management Professional (PMP)**, Project Management Institute, Feb. 2023

**Temple University**, *Bachelor of Arts*, Philadelphia, PA, *magna cum laude*

**Skillcrush**, Front End Web Development online coursework

**New England School of Photography**, *Professional Certificate*, Boston, MA, Editorial and Fine Art

**TECHNICAL SKILLS**

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Microsoft Excel, PowerPoint, Word, Outlook; Salesforce, Google Workspace, Jira, Trello, Slack, LastPass, Confluence, GitHub, Shopify, AirTable, Smartsheet, ChatGPT