

CURTIS RIVERA

123 Your Street, Cincinnati, OH 12345 | crivera@example.com | (123) 456-7890

A recent graduate with entry-level work experience specializing in project management, Scrum, Agile, and business analysis. Adept at collaborating with cross-functional teams to execute projects and ensure on-time product delivery.

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.) IN PROJECT MANAGEMENT

University of Cincinnati, Cincinnati, OH
September 2017 - May 2021

KEY SKILLS

- Product Management
- Project Management
- Scrum
- Agile
- Business Analysis
- User Stories

COURSEWORK

- Business Analytics
- Intro to Project Management
- Organizational Design
- Quality Assurance

CERTIFICATIONS

- Certified Associate Project Manager (CAPM), Expected 2022
- Agile Certified Practitioner (ACP), Expected 2022

PROFESSIONAL EXPERIENCE

ASSOCIATE PRODUCT OWNER INTERN

ArkTech Software, Cincinnati, OH
May 2021 – Present

- Coordinate with the scrum team and product manager to support delivery across all phases of the product life cycle for a software company, including identifying product defects, managing product backlogs, and analyzing KPIs to define strategies
- Perform quality assurance testing on product features, analyze feedback and user data, and create user stories to validate action plans and product enhancements
- Drive the development of product roadmaps in alignment with Agile methodologies

ACADEMIC EXPERIENCE

ACADEMIC PROJECTS

University of Cincinnati, Cincinnati, OH
May 2020 – May 2021

- Conducted an academic project to compare and contrast the benefits of Agile methodologies with hybrid Waterfall methodologies
- Executed a research project analyzing the impact of unstable organizational structures on resource management and business operations