

Olivia Brennan

Project Manager, IT and Digital Delivery

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SUMMARY

PMP-certified project manager with 8 years delivering IT and digital projects up to \$6M. Brought a delayed ERP rollout back on schedule and delivered it 4% under budget, and runs portfolios of 5 to 8 concurrent projects across agile and waterfall teams.

CORE COMPETENCIES

Agile and Scrum, Waterfall, Hybrid delivery, Risk management, Budget control, Change control, Jira, Smartsheet, MS Project, Confluence, Asana, Stakeholder management, Vendor management, Steering committee reporting

PROFESSIONAL EXPERIENCE

Harborlight Insurance

Boston, MA

Senior Project Manager

Mar 2022 - Present

- Took over a \$6M ERP rollout running 3 months late; re-planned it with finance and IT and delivered 4% under budget.
- Manage a portfolio of 5 to 8 concurrent projects with a combined budget of \$11M and monthly steering reports.
- Introduced a shared RAID log and weekly risk review, cutting unplanned scope changes by 35%.
- Led vendor selection for a claims portal, negotiating a contract 18% below the initial quote.

Bayside Digital

Cambridge, MA

Project Manager

Jan 2019 - Feb 2022

- Delivered 14 website and app projects for clients, 13 on time, with 95% average client satisfaction.
- Ran agile delivery for 3 Scrum teams, improving sprint predictability from 68% to 88% in a year.
- Built the project kickoff and change-request templates the agency still uses.
- Managed client budgets up to \$450K with monthly burn reports; 12 of 14 projects finished within budget.

Northfield Construction Group

Worcester, MA

Project Coordinator

Jun 2017 - Dec 2018

- Tracked schedules, permits and subcontractor invoices for 6 commercial builds worth \$40M combined.
- Moved project tracking from email to Smartsheet, giving site managers a single live schedule.
- Prepared weekly progress reports for owners and architects across all 6 sites.
- Coordinated inspections and closeout documents, helping 2 projects finish ahead of schedule.

EDUCATION

Northeastern University

2013 – 2017

B.S. Business Administration

CERTIFICATIONS & AFFILIATIONS

- Project Management Professional (PMP)
- Certified ScrumMaster (CSM)