



DEVON PRITCHARD

Associate project manager with 2 years supporting marketing and IT projects in a 40-person agency. CAPM certified and working toward PMP, with hands-on experience running standups, status reports, and sprint boards.

CONTACT INFORMATION



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Madison, WI

EDUCATION

B.A. Communication

University of Wisconsin-Madison,
2022

SKILLS

- CAPM (PMP candidate, exam scheduled)
- Asana, Trello, Harvest, Google Workspace
- Agile standups, status reporting, meeting notes
- Client communication and intake calls

EXPERIENCE

Associate Project Manager | Foxglove Creative Studio | Madison, WI | 2023-Present

- Coordinate 8 to 12 concurrent client projects across design, copy, and web dev, keeping Asana boards current and flagging slipping tasks before standups.
- Run weekly client status calls for 6 accounts, including a regional credit union and a healthcare nonprofit.
- Built a reusable kickoff template that cut the time from signed SOW to first deliverable from 11 days to 7.
- Track time entries and burn rate for the account team, flagging projects trending over 80% of budget.

Project Coordinator (Intern) | Foxglove Creative Studio | Madison, WI | 2022-2023

- Maintained meeting notes, action items, and risk lists for 4 senior PMs.
- Scheduled stakeholder interviews and prepared discovery decks for new engagements.
- Helped roll out Harvest time tracking to 28 team members and wrote the internal how-to guide.