



Cynthia Wright

IT PROJECT MANAGER

Junior IT Project Manager with two years supporting Agile delivery teams on internal tooling and integration projects. Background in business analysis, with hands-on experience writing user stories, running standups, and keeping Jira boards honest.

CONTACT INFORMATION



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KEY SKILLS

- Agile / Scrum basics
- Jira
- Confluence
- User story writing
- UAT coordination
- Status reporting
- Risk logs
- MS Teams and Excel

PROFESSIONAL EXPERIENCE

Junior IT Project Manager | Northbeam Logistics, Columbus, OH | 2023 – Present

- Support two senior PMs on a warehouse management system rollout covering 6 distribution sites.
- Run daily standups and biweekly sprint reviews for a squad of 7 engineers and 2 QA testers.
- Maintain the project risk register and chase down 20-25 open action items each week.
- Built a status report template in Confluence that cut the senior PM's reporting prep from a half day to under an hour.

Business Analyst | Northbeam Logistics, Columbus, OH | 2022 – 2023

- Wrote user stories and acceptance criteria for a driver mobile app refresh.
- Facilitated requirements sessions with operations managers at 4 regional hubs.
- Coordinated UAT scheduling and tracked 60+ defects through resolution in Jira.

EDUCATION

B.B.A. Information Systems, Ohio State University, 2022

CAPM, Project Management Institute, 2023