

Janice Weinberg

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Executive Summary

I am a Product/Project Manager with 9+ years of experience managing multiple Agile and Waterfall-based projects and teams simultaneously. Passionate about improving efficiency, profitability, and productivity through process improvement. Extensive experience with SDLC processes, Risk Management, Change Management, Project Planning, Communication Planning, and Project Portfolio Analysis. Outstanding interpersonal, organizational, and presentational skills.

Experience

Digital Communications Product Manager – Adobe Systems, San Jose, CA, 2016-present

- Act as the Product Owner of Adobe's company-wide intranet (Inside Adobe); responsibilities include leading all upgrade/redesign efforts and prioritizing features/bugs to make the intranet a more efficient and user-friendly employee experience.
- Manage Adobe's digital signage solution, including configuring, displaying, and supporting employee-focused content playing on 100+ displays in 35+ sites globally.
- Manage Adobe's on-demand video solution (Inside Adobe TV), including uploading and auditing more than 1,000 videos annually.

IT Project Manager/Scrum Master – Adobe Systems, San Jose, CA, 2014-2016

- Managed the Employee Self-Services Team, focused on centralizing internal Adobe services, information, and processes in a user-friendly application to increase employee productivity.
- Led Scrum Team as the Scrum Master on all Agile Sprints and Releases; responsibilities included facilitating daily Stand Up meetings, risk and issue management, change management, release planning, tracking and reporting success metrics, communication planning, and ultimately ensured Team unity and success.

Associate IT Project Manager – Adobe Systems, San Jose, CA, 2011-2014

- Led a 2-year project implementing Adobe's Legal Contract Management system.
- Managed a 6-month project to upgrade Adobe's Talent Recruitment system worldwide.
- Worked in close partnership with various vendors, consultants, and executives.
- Created and managed vendor contracts, project finances, and success metrics.

IT Project Administrator & Data Analyst – Adobe Systems, San Jose, CA, 2009-2011

- Monitored the progress, schedule, budget, resources, and deliverables of 10+ projects simultaneously.
- Interviewed and trained new hires on Adobe IT tools, practices, and processes.
- Managed Adobe's worldwide Annual Performance Review online process.

IT College to Corporate Internship Program – The Vanguard Group, Malvern, PA, Summer 2008

- Analyzed web metrics and trends to determine how to better cater the company's website to the users.

Activities & Community Service

World Adult Kickball Association Community Coordinator – San Jose, CA, 2012-present

- Commission the San Jose region adult kickball league consisting of over 200 players.
- Organize league charity events to raise thousands of dollars annually for local organizations.
- Coordinate all weekly games, events, and community relations.
- Successfully implemented marketing and PR campaigns to increase registration by 40%.

Carnegie Mellon Alumni Admission Council Member – Pittsburgh, PA, 2010-present

- Volunteer with the Office of Admissions to help recruit and enroll diverse new undergraduate students.

Fringe (Independent Social Organization) – Carnegie Mellon University, 2005-2009

- *President* – voted in by peers, managed and oversaw organization of 50+ members.
- *Driver of Fringe Buggy Racing* – <http://fringe.org/buggy>

Achievements & Awards

Certified SCRUM Master

Mortar Board National Honor Society

Alpha Iota Delta International Honor Society

Carnegie Mellon Senior Leadership Recognition Award

Computer Skills

Software/Web Applications: MS Office, MS Project, MS Visio, SAP, Xcelsius, HP ALM, JIRA

Programming Languages: HTML, CSS, MySQL

Multimedia: Adobe Creative Suite, iLife Suite

Education

Carnegie Mellon University – Pittsburgh, PA, 2005-2009

B.S. in Information Systems & Human-Computer Interaction (concentration in Business/Economics)

Graduated: 2009, GPA: 3.7

IES Study Abroad Program – Barcelona, Spain, Summer 2007