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[Profile]

Experienced manager in for-profit and nonprofit sectors with project management expertise, formal education in project management, and a growing skill set in programming. Previously taught English expanding knowledge of diversity. Seeking a workplace that balances guidance and autonomy for optimal performance, preferably as a Data Analyst or Web Developer. My end goal is to work my way to DevOps Management.

[Skills]

****Expert Level, 10+ Years****

- Microsoft Office Suite
- Schedule Management Software
- Accounting Software
- Grant Writing for 501c3 organizations
- Translation (Spanish & Chinese)

****Advanced, 5+ Years****

- Project Management Software
- ERP programs (SAP)
- Transcription Technology

****Intermediate, 2+ Years****

- HTML, CSS, Python, Javascript,

****Beginner, 1+ Years**

- SQL
- Machine Learning

[Work Experience]

****Shepherd Communication & Security, Technical Project Manager****

July 2022 – June 2023

- Managed 50+ projects with varying scopes (6-400 hours) using custom PM software (Promys).
- Improved communication, education, data management, performance, and reporting.
- Proposed business optimization ideas, enhancing annual revenue by \$1 million.

****Northern Clearing, Inc, Project Manager****

Nov 2020 – June 2022

- Generated timely, accurate reports using Excel and Adobe for a fast-paced project (\$300,000 per month).
- Cultivated strategic relationships with subcontractors and vendors.
- Resolved business issues during challenges like the COVID-19 pandemic and Suez Canal obstruction.

****Cox Well Services, LLC, Tech Specialist | Assistant Business Manager****

May 2020 – Nov 2020

- Submitted effective bids based on historical project information.
- Worked with web design, SEO, and created visual materials for great user experience.
- Managed projects through Quickbooks and SAP, securing \$200,000 in summer bids.

****IMPACT Communities, Property Manager****

October 2019 – May 2020

- Maintained 0% delinquency of approximately 100 units using RentManager software.
- Increased site gross revenue by \$13,000.

****TC Energy, Material Coordinator | Admin | Field Planner****

February 2017 – January 2019

- Ensured accuracy of materials, paperwork, and records.
- Managed projects using Excel, Oracle's Primavera P6, and Microsoft Project for \$24 billion in U.S. Major Projects.

[Education]

****AlbanyCanCode****

June 2022

- Job Training for SQL (in progress), HTML, CSS, and Javascript languages, utilizing web design for better user experiences and relational databases

****University of Pittsburgh – Joseph M. Katz School of Business****

January 2016 – May 2017

- Master's Certificate in Project Management

****Chatham University****

August 2013 – May 2015

- Master of Fine Arts in Creative Nonfiction / Professional Writing Focus
- Mansell-Reich Fellowship; Taught 6 semesters of writing courses

****West Virginia University****

August 2006 – December 2010

- Bachelor of Fine Arts in English Literature / Spanish Literature