

# Jon Woods

Wilmington, NC | 732-948-9856 | jonw8192@gmail.com | [LinkedIn Profile](#) | [Portfolio](#)

---

## Professional Experience

### Project Manager III

The Giving Block (Shift4) | April 2024 – July 2024

- Led and managed the rollout of new CRM features by collaborating with IT, compliance, legal, and product teams, ensuring seamless project delivery.
  - Managed the daily operations of the growth team, achieving 95% on-time delivery for marketing and sales initiatives.
  - Spearheaded process improvements, reducing operational costs by 25% and increasing team productivity by 30%.
  - Coordinated cross-functional teams (marketing, design) to develop and execute targeted campaigns, enhancing user engagement.
  - Key Project: Led the redesign of the website user journey, boosting donor engagement and increasing conversion rates by 25%.
- 

### Technical Project Manager

VTM Group | September 2023 – March 2024

- Managed the integration of IoT solutions, leading cross-functional teams to deliver complex projects on schedule and within budget.
  - Proactively identified and mitigated risks, ensuring projects met deadlines while maintaining high quality and performance standards.
  - Developed and maintained detailed sprint roadmaps, tracked progress, and resolved bottlenecks using Microsoft Project and Slack.
  - Key Project: Led the update of IoT industry standards for the Matter protocol, enhancing interoperability and security of connected devices.
- 

### Project Manager

## **Bailiwick | June 2022 – May 2023**

- **Directed large-scale deployment projects for major retail clients, overseeing technical installations, including cabling and digital menu board systems.**
  - **Coordinated contractors and vendors, ensuring compliance with project timelines and technical specifications, achieving zero delays.**
  - **Created and managed detailed project schedules using Smartsheet, optimizing timelines and reducing project durations by 10%.**
  - **Key Project: Expanded the Preferred Technician Program by 400%, significantly improving service quality and client satisfaction.**
- 

## **Solutions Expert (Project Manager)**

### **Industrial Networks (INetRail) | March 2018 – June 2022**

- **Conducted profit and loss (P&L) analyses for project portfolios to identify cost-saving opportunities, successfully reducing operational costs by 10%.**
  - **Led CRM and API integration projects, ensuring seamless data migrations between internal systems and third-party vendors.**
  - **Managed the documentation and technical requirements throughout the project lifecycle, maintaining alignment with client needs.**
  - **Delivered projects under budget and on time, overcoming technical challenges and ensuring minimal system downtime.**
  - **Key Project: Directed the integration of AEI hardware into the INet Gateway, optimizing yard management and data collection processes.**
- 

## **Integrated Key Skills**

- **Operations Management: Process optimization, P&L oversight, strategic planning**
- **Project Management Tools: Microsoft Project, Jira, Asana, Smartsheet, ClickUp**
- **ERP & CRM Platforms: Netsuite, Salesforce, HubSpot**
- **System Integration: API management, data migration, cross-platform synchronization**
- **Risk Management: Risk register creation, contingency planning, issue resolution**
- **Stakeholder Management: Collaboration with internal/external teams and executives**

---

## **Certifications**

- **Project Management Professional – Google, 2021**
  - **Scrum Master Certification – IBM, 2023**
  - **Business Metrics for Data-Driven Companies – Duke University, 2023**
- 

## **Education**

- **Associate Degree in General Studies | Ocean County College**