MATT SMITH

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CERTIFICATIONS

- **Google Project Management**
  Issued November 2024
- **Adobe Certified Expert – Adobe Commerce Business Practitioner**
  Valid until June 26, 2025
- **Certified ScrumMaster (CSM)** – SCRUM Alliance
  Valid until May 17, 2026

SKILLS

- B2B and D2C eCommerce Project Leadership
- Project Lifecycle Management
- Magento, BigCommerce, and Shopify Platform Expertise
- Agile & SCRUM Methodology
- Project Planning
- Project Management Tools: Teamwork, Jira, Asana, Trello
- Stakeholder Communication
- Platform Migrations
- Project Tracking
- Systems Integration
- Resource Management
- Proficiency with HTML, CSS, JavaScript (React)

PROFESSIONAL SUMMARY

Certified eCommerce Project Manager with 5+ years of experience delivering growth on Shopify, Magento, and BigCommerce. Skilled in Agile leadership, platform migrations, and aligning business goals with technical solutions. Proficient in HTML, CSS, and JavaScript (React), collaborating with cross-functional teams to deliver impactful results.

WORK HISTORY

Anatta - Project Manager
Charleston, SC • 08/2023 - 03/2024

- Established effective communication among team members for enhanced collaboration and successful project completion.
- Developed comprehensive project plans with clear timelines, milestones, and budget requirements, ensuring timely delivery of high-quality results.
- Managed multiple Shopify projects concurrently, ensuring timely delivery and adherence to client requirements.
- Coordinated cross-functional teams and resolved conflicts, maintaining a positive work environment for both stakeholders & teams throughout the project lifecycle.

Rave Digital-Aheadworks - Project Manager
Coral Springs, FL • 07/2022 - 04/2023

- Improved e-commerce operations by implementing efficient project management strategies.
- Led various Magento upgrade and implementation projects.
- Maintained partnerships with Adobe and agency-partnered tech vendors as primary point of contact.
- Managed Magento projects under agency maintenance program (Rave-All-Care).

EYStudios - Digital Account Manager
Kennesaw, GA • 04/2021 - 05/2022

- Managed Magento and BigCommerce projects on the agency support program (Runway).
- Streamlined internal processes for improved efficiency in managing multiple digital accounts simultaneously.
- Optimized presence of clients through continuous monitoring, analysis, and adjustment of digital strategy.
- Boosted sales for a client through a strategic holiday campaign and feature rollout, resulting in one of their most successful holiday seasons to date.

EDUCATION

William Paterson University of New Jersey
Wayne, NJ • 06/2016

Bachelor of Arts: Communications

Bergen Community College
Paramus, NJ • 06/2013

Associate of Arts: Radio And Television Broadcasting

DotcomWeavers - Customer Success Manager
Morristown, NJ • 06/2019 - 04/2021

- Planned and scheduled phases and milestones for large projects.
- Facilitated meetings to collect project requirements and user feedback.
- Verified quality of deliverables and conformance to specifications before submitting to clients.
- Reported regularly to executive management on project budget, progress, and technical problems.
- Coordinated with cross-functional teams to resolve project issues and mitigate risks.