# Professional Experience

Erik Mendoza

# Project Manager

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LinkedIn | Portfolio

Project manager with 10+ years of experience managing complex IT, infrastructure, and product development projects. Adept at leading cross-functional teams, allocating resources, and reducing scope creep. Known for delivering results in fast-paced environments through structured planning and clear communication with stakeholders.

October 2019 - Present

August 2014 -

September 2019

## Project Manager

*Northridge Systems, Boston, MA*

 Manage software implementation projects ranging from

$500,000 to $3 million in budget across multiple industries

 Coordinate with developers, QA, and business analysts to complete 18+ enterprise rollouts with 95% on-time delivery

 Led initiative to standardize project documentation, improving stakeholder transparency and reducing meeting time by 20%

## Assistant Project Manager

*Concord Tech Solutions, Cambridge, MA*

 Supported scheduling, reporting, and task tracking for infrastructure upgrades and digital transformation projects

 Created risk assessments and contingency plans, helping reduce timeline overruns by 25%

 Managed vendor communications and contract timelines, ensuring SLA adherence across all deliverables



# Key Skills

Agile and Waterfall methodology Budget tracking

Risk management Stakeholder coordination Workflow optimization

# Education and Certifications

### Bachelor of Science (B.S.) Business Administration

Northeastern University, Boston, MA | May 2014

### Project Management Professional (PMP)

Project Management Institute (PMI) | 2017

### Certified ScrumMaster (CSM)

Scrum Alliance | 2018