

Natalie Brooks

Project Manager

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PROFESSIONAL SUMMARY

Project Manager with 9 years delivering cross-functional software and operations programs across PMO, ERP, and systems rollout environments. Strong at risk management, executive reporting, and keeping complex initiatives on track without losing delivery clarity.

EXPERIENCE

Senior Project Manager

01/2022 - Present, Orlando, FL

Elevate Systems

- Led a 14-workstream ERP rollout delivered on schedule and under budget for finance, operations, and procurement teams
- Standardized kickoff templates, decision logs, and status rituals, reducing planning cycle time by 27% across the PMO
- Maintained a proactive risk register and escalation cadence that helped avoid a 3-week launch delay tied to vendor dependencies

Project Manager

05/2018 - 12/2021, Tampa, FL

Westbridge Logistics

- Delivered warehouse systems deployments across 9 sites with phased cutovers and minimal downtime during peak operations windows
- Improved resource planning accuracy and raised billable utilization by 15% through clearer capacity tracking and weekly forecast reviews
- Built executive dashboards for project health, budget, and blocker aging, reducing unresolved issue carryover by 40%

EDUCATION

B.S. in Business Administration

05/2018

University of Central Florida

- Focus on operations management, budgeting, and organizational communication

SKILLS

Project Planning, RAID Logs, Budget Tracking, Vendor Management, Executive Reporting, Resource Planning, Smartsheet, Asana, Jira, change management, PMO governance, stakeholder communication, process improvement.

CERTIFICATIONS

- Project Management Professional (PMP), 2024
- Certified ScrumMaster (CSM), 2023

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