Meredith L. Buckley

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# Summary

* Technology Project Manager with three years of experience in management and technology. Designed and built CRM system for Acorn Deck House Company and the McKeown School of Education at Salem State University (SSU). Seeking advancement in technology and/or project management. Seasoned, reliable employee with over ten years of total work experience.

# Skills & Abilities

## Technology (3 years Experience)

* Utilize various systems (i.e., Smartsheet, QuickBase, QuickBooks, Microsoft Office, Adobe) to create and maintain cohesive networks throughout the business enterprise. Developed and maintained school-wide Smartsheet system for student data at the McKeown School at SSU.

## Management (4+ years experience)

* Supervised staff of 50+ employees across 12 sites, while maintaining a positive environment for both staff and customers.

## Awards

* Business Ethics project chosen to represent UMass Lowell at the International Business Ethics and Sustainability Case Competition (IBESCC) at Loyola Marymount University in Los Angeles, CA in April 2019.

## Other Experience

* Sat on hiring committee for Records and Data Coordinator position at SSU. Led routine trainings on Smartsheet and database management for the McKeown School at SSU.

# Relevant Work Experience

## Salesforce Developer | Salem State University | May 2022 – Current

* Utilizes Smartsheet and other tools to collaborate, develop, and maintain organizational and business processes for the School of Education (SoE). Works with members of different teams across the SoE to reach solutions and come up with new ideas and processes to be implemented in SalesForce.

## Project Manager | Acorn Deck House Company | Nov 2020 – July 2022

* Built and maintain customer resource management (CRM) system utilizing QuickBase software, manage incoming leads and delegate to appropriate Salesperson, manage shipments of materials to/from vendors and customers, utilize QuickBooks for vendor and customer transactions.

## Administrative and Tax Assistance | Law office of Laura a. Panos | Jan 2020 – May 2020

* Completed expense reports, conflict of interest reports, and filed past-year(s) tax documents. General administrative and organizational duties (i.e. filing, shredding, data entry, technology management).

# Education

## Bba | May 2020 | University of Massachusetts - lowell

* **Major**: Management Information Systems
* **Related coursework**: Corporate Financial Reporting, Social Media Marketing, Federal Income Tax, International Finance, Business Application Development, Business Information Systems, Database Systems Management, Electronic Business, Data Communication & Networks, Systems Analysis & Design

## Ms in Management | May 2024 | Northeastern University

* **Concentration:** Digital Transformations in Healthcare
* **Related coursework:** Data Mining & Machine Learning, Business Analytics, Health Informatics & Information Systems, Enterprise Growth & Innovation, Strategic Management