

Justin Painter

Project Manager

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Education

Bachelors of Science in Business Administration in Accounting

Auburn University Harbert College of
Business | January 2016 - December
2020

Certifications

Certified Associate Project Management

Project Management Institute | January
2022

Professional Scrum Master 1

Scrum.org | November 2022

Alabama Real Estate License

Alabama Real Estate Commission | May
2024

Excel Expert: Interpreting Data for Insights

Auburn University | April 2019

Professional Experience

Retail Development Coordinator

Retail Strategies, Birmingham, Alabama | June 2023 - Present

Manage a portfolio consisting of over 20 client cities in which I recruit national and local retailers to grow and develop their markets. Connect with local property owners and city personnel to identify prime real estate within each market and match with site criteria for interested national and local retailers. Locate and uncover potential investment opportunities within each market for our internal brokerage and development team to purchase, develop, and list. Support internal projects and initiatives to enhance our operational efficiency. Attend various commercial real estate conferences and events across the US to build a large network and book of business with retailers, brokers, and property owners.

Associate Program Manager, PMO

Insight Global, Atlanta, Georgia | January 2023 - May 2023

Assisted in running the management of the PMO, ensuring project selection aligns with organizational goals through vetting each intake against established criteria. Developed compelling project charters, determined budgeted resources needed, and secured senior leadership buy-in through impactful self-led presentations. Strategically assigned project coordinators to specific projects to establish a high-performing team while overseeing various project executions. Responsible for coordinator development through training, 1 on 1 meetings, and risk/issue workshop to maximize the PMO's team effectiveness. Spearheaded communication of project completions, keeping the company informed of progress and achievements. Championed continuous improvement by leading the innovation of our technology and processes. Additionally, established department frameworks and acted as project manager for high-risk and high-importance projects.

Project Manager, PMO

Insight Global, Atlanta, Georgia | July 2022 - January 2023

Identified the need to create an internal PMO for the project management team and partnered with a senior manager to bring this to life. Spearheaded the execution of internal projects impacting all departments, from marketing to accounting to our project management team. Managed collaborative team environments to deliver projects on tight timelines while consistently meeting deadlines and ensured project budgets were adhered to, maximizing resource efficiency. Utilized strong presentation skills to keep stakeholders informed of project progress and secure buy-in. Successfully implemented completed projects, delivering company-wide training sessions to ensure

smooth adoption. Through these projects, I facilitated the redefinition, updating, creation, and termination of internal processes, technology, tools, documentation, and standards, resulting in enhanced company-wide efficiency.

Project Coordinator, Implementation

Insight Global, Atlanta, Georgia | August 2021 - July 2022

Specialize in the Implementation Phase of external projects, connecting external stakeholders and our internal project management team members. Tracking completion of critical contractual and financial documentation needed before engagement go-live. Responsible for accurate creation of project management artifacts, including but not limited to: Project Charter, Escalation Matrix, RACI Matrix, Communication Plan, Stakeholder Registry. Manage and run regular status meetings for all engagements to assess the health of the engagement and identify any risks, issues, or blockers that need to be addressed. Act as an escalation for any risks or issues that arise during Implementation and provide solutions to stay within the pre-determined project timeline. Educate stakeholders on the Implementation process and the value it provides to each engagement. Ensure that Implementation KPI's and performance metrics are achieved. Liaison between back-office operations teams and project management team to complete required documents, tasks, quality checks, etc. Provide weekly Implementation status updates communicated to senior leadership. Management of Implementation of over 50 projects annually.

Account Manager

Apex Systems, Atlanta, Georgia | January 2021 - August 2021

Engage in B2B sales with new and existing clients for consulting engagements in the fields of Information Technology, Engineering, and Healthcare. Communicate with Senior Level IT Directors and Management to understand their needs and help gain advantages for future business opportunities. Act as a business partner to advise clients on the appropriate methods needed to achieve their goals. Efficient in sales skills in the areas of cold calling, closing, contract negotiating, prospecting, client management, customer success, customer satisfaction, and delivery. Identify, target, and execute new business opportunities within key clients, markets, and industries through prospecting and social media marketing.