

MARISSA MARE

Scrum Master & Senior Project Manager



Phone
(614) 313-8707



Email
mareofthesea@gmail.com



Website
www.mareofthesea.com

PROFILE

Although I started my career as a designer, while working at Mess, I transitioned to a producer. Since changing positions, I have come to realize I am naturally wired for keeping projects organized, but I think my previous experience as a designer has helped me better understand the needs of my team. I am now acting as a scrum master and a project manager, while occasionally adopting the role of product owner when it is needed.

EXPERIENCE

ADAGE TECHNOLOGIES

Scrum Master & Project Manager / 2016 - Current

- Team Coaching by helping the team remove impediments and keep moving their work forward
- Hosting Agile Rituals which included hosting standups, sprint planning, retrospectives and team backlog grooming meetings
- Oversee two Scrum teams and lead in all Scrum competencies
- Client Coordination by meeting and communicating with clients to plan projects, provide status updates, gather feedback and understand requirements
- Managed project organization by gathering estimates, drafting SOWs, creating backlogs and roadmaps
- Planning sprints, gathering metrics and creating sprint reports to ensure my team is aligned and on track
- Backlog grooming by adding acceptance criteria, requirements and additional information needed to make a story easy for any team member to start working

MESS

Project Manager & Producer / 2013-2016

- Client coordination by meeting and communicating with clients to plan projects.
- Provide status updates, gather feedback and understand requirements
- Project organization done by gathering estimates, ticket tracking, drafting SOWs, creating backlogs and road maps, planning sprints, gathering metrics and creating sprint reports
- Scheduling the project to ensure a timely finish
- Budget tracking and management day to day to meet project deadlines
- Oversaw agile team management throughout my team

Designer / 2011 - 2013

- Web design using tools like Sketch and Adobe Creative Suite
- Social media design
- Assisted in marketing tasks like digital signage, print ad design, editorial, web banners
- Mobile app design for iOS/Android

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EXPERIENCE CONTINUED

VICTORY RECORDS

New Media Intern / 2010

- Print ad design and merchandise mock-ups
- Developed web banners and social media design

CMH MAGAZINE

Contract Freelance Designer / 2009-2010

- Worked mainly on editorial design and print ad design

SKILLS

PROJECT MGMT

- Atlassian
- Harvest
- Basecamp
- Attask
- Team Gantt
- Forecast

DESIGN

- Adobe Creative suite
- Sketch

OFFICE

- Microsoft Office
- iWork
- G-suite

CERTIFICATION

PSM I CERTIFICATION

scrum.org

EDUCATION

SAVANNAH COLLEGE OF ART AND DESIGN

BFA in Graphic Design / Minor in Drawing / Savannah, GA / 2005-2009

NEW ALBANY HIGH SCHOOL

High School Diploma / New Albany, OH / 2001-2005

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REFERENCES

JESS BROWN

Adage Technologies

Front End Developer

571.245.2552

jbrown@adagetech.com

CAITLIN GROGAN

Adage Technologies

Director of Client Services

312.618.1693

caitlingrogan@gmail.com

LAUREN HERNANDEZ

Adage Technologies

Product Owner

202.669.5399

lauren.hernandez4@gmail.com

JACK SHEDD

Mess

Partner/Interactive Director

315.842.9110

jshedd@thisismess.com

ROB ROBINSON

Mess

Partner/Interactive Director

312.504.5385

rrobinson@thisismess.com

GLENN LALAS

Adage Technologies

Architect/Development Manager

847.471.0945

glalas2@gmail.com