

# Allison Ragasa, PMP

## Professional Summary

Dedicated and results-driven Project Management professional with a Project Management Professional (PMP) certificate and Master of Business Administration degree. Experienced in executing successful projects across diverse industries and cross-functional teams. Expert communicator with the ability to build and maintain client relationships, ensuring clear project requirements and objectives. A strong understanding of project management methodologies and best practices, enabling seamless integration of new systems and technologies. Proactive, adaptable, and able to thrive in fast-paced environments, achieving results and driving business success.

- Project Management Professional (PMP)
- PMI Olympia Board Member
- Implementation Management
- Change & Risk Management
- Policy Implementation
- Data Analytics & Reporting
- Collaborative Team Member
- Creative Problem-Solver
- Strategic Planning
- Verbal & Written Communication

## Professional Experience

**iMarc Consulting** | Sr. Project Manager

**December 2022 to Present**

- Planned, coordinated, and oversaw the execution and delivery of blog posts, newsletters, and seminars for multiple clients, consistently achieving on-time project completion within budget.
- Analyzed business needs, helping define business requirements for multiple projects, including production process optimization, employee handbook development, and workflow management platform implementation.
- Implemented new policy for delivery of blog posts and newsletters, ensuring consistent and reliable delivery.
- Determined risk for all projects and developed a risk management plan enhancing decision-making ability and improving stakeholder confidence in projects.
- Effectively communicated deadlines and expectations to internal and external stakeholders, ensuring overall project alignment.
- Prepared comprehensive project documentation, including plans, schedules, status reports, and post-project evaluations.

**Pacific Lutheran University** | Master of Business Administration Student

**February 2021 to May 2023**

- Gained foundational knowledge in essential business disciplines such as marketing, operations, and strategy.
- Developed strategic thinking and problem-solving skills through case studies, team projects, and real-world simulations.
- Built a deep understanding of leadership principles, improving ability to motivate teams, foster collaboration, and navigate organizational challenges.
- Practiced data analytics and reporting skills, learning how to derive actionable conclusions from data analysis.

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## Professional Experience (continued)

**Respondus, Inc** | Sr. Account Manager

**July 2019 to May 2022**

- Implemented LockDown Browser application at over 200 education accounts ensuring successful adoption, long-term value, and business impact.
- Collaborated with cross-functional teams to improve products based on client feedback and use cases, increasing customer satisfaction.
- Analyzed client needs and developed risk management plans reducing the likelihood of client dissatisfaction.
- Presented data-driven insights through virtual and live presentations, driving adoption and maximizing value.

**NewVector Group** | Sales and Marketing Director

**November 2014 to May 2018**

- Defined project objectives and scope for staffing conference providing a clear and shared understanding of project's purpose and goals.
- Defined deliverables, milestones, and developed project schedule helping to ensure project delivered on-time.
- Conducted regular status meetings, provided transparent project updates, addressed concerns, and ensuring project team alignment.
- Mentored and motivated project teams, fostering a collaborative environment and promoting professional growth.

**ActivelyLearn** | Sales and Marketing Director

**July 2013 to July 2014**

- Implemented ActivelyLearn e-reader at 20 schools, leading to stronger student adoption and long-term teacher use.
- Collaborated with cross-functional teams to gather requirements, create project plans, and customize implementations.
- Negotiated complex contracts for large-scale implementations, securing advantageous terms for clients while maintaining company profitability.

## Education | Professional Certificates and Associations

**Project Management Institute - Olympia**

Assistant Vice President of Communications

**Pacific Lutheran University**

Master of Business Administration

**Project Management Institute**

Project Management Professional Certificate (PMP)

**University of Washington**

Bachelor of Arts in Political Science

**University of Washington**

Certificate of Project Management