

Allison Ragasa, PMP

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6306 South G Street, Tacoma Washington 98408

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