

DEBBIE MAINE

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Professional Summary

Results-driven and Certified Project Manager and Scrum Master with 10+ years of experience leading cross-functional teams and optimizing workflows in legal and business environments. Expertise in Agile methodologies, Scrum framework, sprint planning, resource allocation, and stakeholder management. Proven ability to enhance team efficiency by 20%, reduce project delivery times by 15%, and ensure compliance with legal standards. Skilled in data analysis (Excel, Looker, Tableau), risk management, and process improvement. Certified Scrum Master (CSM) and PMP with a strong track record of on-time, within-scope project execution and client satisfaction.

Core Skills

- Agile methodologies
- Scrum Framework
- Leadership & Coaching
- Project Management
- Stakeholder Management
- Risk Management
- Vendor Management
- Communication Skills
- Process Improvement
- Resource Allocation
- Conflict Resolution
- Data Analysis & Reporting (Excel, Looker, Tableau)

Key Achievements

- Increased team efficiency by 20% and reduced project delivery times by 15% by implementing Agile and Scrum methodologies.
- Improved project accuracy by 25% and reduced delivery times through the successful implementation of a new document management system.
- Ensured 100% adherence to project timelines while managing over 200 deliverables, optimizing resource allocation and improving operational efficiency.
- Streamlined workflows and boosted team productivity by 20% through the integration of automation tools and process improvements.
- Negotiated and managed vendor contracts, improving performance and ensuring SLA compliance, resulting in enhanced project execution and client satisfaction.

Professional Experience

Consultations Project Manager

07/2024 to Current

Independent Contractor

- Collaborate with clients to define project goals, develop timelines, and establish deliverables, ensuring alignment with business objectives.
- Implemented Agile methodologies, reducing project delivery times by 20%, and enhancing team collaboration.
- Facilitated weekly stakeholder meetings, improving milestone adherence by 15%, and ensuring 100% transparency in project progress.
- Monitored KPIs using data analysis tools, identifying bottlenecks, and increasing efficiency by 25%.
- Managed contracts for 5+ vendors, ensuring 100% compliance, and achieving a 90% success rate in deliverable quality.

Scrum Master | Legal Project Manager

12/2018 to 07/2024

Bernstein Chackman and Liss

- Adopted Agile and Scrum practices, including sprint planning, daily stand-ups, and retrospectives, boosting team efficiency by 20% and reducing project delivery timelines by 15%.
- Facilitated cross-functional meetings to ensure deliverables aligned with client requirements, resulting in consistent on-time delivery, and a 98% quality assurance rate.

- Administered case files and tracked over 200 deliverables, mitigating risks, and maintaining 100% adherence to project timelines.
- Developed and executed risk mitigation strategies, proactively addressing obstacles to ensure timely and efficient case resolution across 50+ legal projects.
- Collaborated with attorneys, vendors, and clients to align objectives and resolve challenges, increasing client satisfaction by 30%, and achieving 100% project goal completion.

Project Manager | Litigation Support

10/2016 to 12/2018

Gray Robinson, P.A.

- Oversaw project progress and risks, delivering detailed reports and stakeholder updates, reducing project delays by 20%, and enhancing communication efficiency.
- Standardized documentation templates, streamlining processes and reducing document preparation time by 15%, improving overall project efficiency.
- Directed milestone scheduling and resource allocation for trial preparations, increasing on-time readiness, and trial preparedness by 10%.
- Conducted research and analysis to support litigation strategies, contributing to improved case outcomes, and a 25% boost in client satisfaction.
- Introduced a trial logistics system, optimizing resource allocation, and cutting preparation times by 15%, leading to smoother trial execution, and improved operational efficiency.

Project Coordinator | Legal Operations

05/2012 to 10/2016

The Denier Group

- Supported attorneys in aligning project objectives with client requirements, devising timelines, tracking progress, and improving precision, resulting in a 15% reduction in errors, and consistent goal achievement.
- Spearheaded the rollout of a new document management system, increasing accuracy by 25% through process evaluation, workflow creation, and staff development, cutting delivery time, and minimizing mistakes.
- Improved workflows through the integration of automation tools, optimizing document systems, eliminating bottlenecks, enhancing team output by 20%, and accelerating project timelines.
- Directed legal initiatives by optimizing communication, ensuring milestone alignment, and managing punctual deliverables, fostering smooth collaboration, and boosting client satisfaction.
- Created standardized communication protocols and scheduling frameworks, cutting project delays by 18%, ensuring timely progress reports, and improving operational efficiency while maintaining high stakeholder engagement.

Education

Bachelor of Science: Business Administration

01/2013

Barry University

Certifications

- **Scrum Master Certification** – 2024
- **Certified Mastery in LexisNexis** – 2024
- **Agile Project Management** | Management and Strategy Institute – 2024
- **Project Management Professional (PMP)** | PMI – 2020
- **Certified Life Coach, Professional Coach & Christian Coach** | B.C.L.A. – 2019

Technical Skills

- **Project Management Tools:** Jira, Trello, MS Project, Asana
- **Agile/Scrum Tools:** Scrum Framework, Sprint Planning, Kanban
- **Data Analysis & Reporting:** Excel, Looker, Tableau
- **Collaboration & Communication Tools:** Slack, Microsoft Teams, Zoom
- **Document Management & Legal Software:** LexisNexis, Clio, Relativity
- **Microsoft Office Suite:** Word, Excel, PowerPoint, Outlook
- **Risk Management Tools:** Risk Register, Risk Mitigation Planning