

KAYLOR M. CLAYTON

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SKILLS

Project Planning	Budget Management & Cost Control	Agile & Scrum Methodologies
Cross-functional Team Leadership	Stakeholder Communication	Risk Management
Microsoft Office Suite	Microsoft Project	Microsoft Teams
		OnePlan Project Portfolio

EDUCATION

Lynn University, Boca Raton, Florida
M.S., Communications, August 2020

Florida State University, Tallahassee, Florida
B.S., Sociology, May 2018

CERTIFICATIONS

Certified Scrum Master, Scrum.org, 2022

Project Management Professional, Pmi.org, In Progress

EXPERIENCE

Vis A Vis Health, Remote

Project Manager

May 2024 – October 2024

Led projects from initiation through completion, overseeing planning, execution, monitoring, and closing phases to ensure timely and successful delivery. Worked closely with stakeholders to understand and define business process and system requirements. Utilized Agile methodologies in Microsoft Project to guide project execution, tracking progress to ensure projects remain within scope.

Amerijet International Airlines, Remote

Project Manager

June 2022 – January 2024

Conducted weekly status meetings, manage risks, and facilitated change request processes. Established and managed project timelines in OnePlan Project Portfolio for all projects, ensuring milestones are met on time. Collaborated with IT team to allocate resources effectively and communicate timelines. Organized project kickoffs to ensure alignment with organizational goals and stakeholders' expectations.

Ascendo Resources, Fort Lauderdale, Florida

IT Associate Recruiter

September 2020 – May 2022

Demonstrated effective time management and urgency in a fast-paced environment, ensuring efficient recruitment. Identified and recruited IT candidates for client positions, using diverse sourcing methods including cold calling, social media, and job boards.

MYI Business Solutions, Remote

Assistant Project Manager

June 2018-August 2020

Assisted in the development of policies and procedures, contributing to more efficient project execution. Coordinated with company schedulers to update and manage schedule of projects. Provided effective and clear communication plans of project updates to external stakeholders and internal team.