

Sadie Stokes

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TECHNICAL PROGRAM MANAGER

Accomplished and technically focused team and program manager with successful track record in hardware and software project management from conception to market delivery. Proficient in development, processes and dashboards to ensure timely and accurate risk/status is readily available to business stakeholders and functional leaders. Collaborative approach to working with multiple departments including product management, marketing, engineering, finance, manufacturing, and supply chain to ensure organizational goals are met.

AREAS OF EXPERTISE

Programming | Leadership | Strategic | Cross Functional Leadership | Communication | Gaming | Governance
Agile Methodology | Risk | Compliance | SRE | Game Development Lifecycle | In-App payments | SQL | C# |
Power BI | Flutter | JIRA | Tableau

PROFESSIONAL EXPERIENCE

MICROSOFT-FEDERAL, Redmond, WA

August 2020-Present

Senior Program Manager

Released the Microsoft Federal Revenue Reporting tool for Federal contracts of over \$1 Billion, onboarded several other multi-million-dollar Federal contracts since 2021.

- Work closely with the internal software engineering team to define the product's technical strategy, implement and evangelize and communicate the direction to stakeholders.
- Drive multiple projects end-to-end with all stakeholder teams.
- Use SQL to make informed decisions and determine trends in data to present to internal team and stakeholders.
- Drive feature prioritization from concept to launch of new product or feature.
- Drive cross-team collaboration, ensuring partner needs are exceeded, and requests are clearly communicated.
- Monitor customer feedback and service telemetry to improve the build experiences.
- Lead and manage multiple large-scale programs simultaneously, ensuring on-time, on-budget delivery of high-quality software and services.
- Manage program communications, ensuring all stakeholders are kept up to date on program status, risks, and issues.
- Identify and track program risks and dependencies and develop mitigation plans.
- Work with the team to define activities, sequence, dependencies, work effort, duration, and associated resource requirements for projects.

FIT & APPY LLC, Cocoa, FL

January 2020-Present

Founder & Full Stack Developer

Delivered over 10 mobile and web applications to automate manual business processes and increased sales in client organizations.

- Created several apps currently in the app store (Torrance, Pass the Peaz). Torrance was able to reduce the time of creating work orders by over 80% saving the company over \$200k since it went live in 2019.
- Self-taught unity and other game development technologies to create the game PopDaCorn.
- Provided a stellar client experience before, during, and after the project is completed by actively listening to the client, responding quickly, and providing ongoing support.
- Made informed technical decisions that provide solutions to small and large businesses by using my skills in developing Frontend and Backend technologies (.net, flutter, html/CSS, JavaScript, SQL).
- Completed multiple projects under tight deadlines and fast-changing customer requirements.
- Assessed and communicated delivery and technical risks when impacting delivery by holding open and inclusive discussions with the entire team and adding technical debt to the project management board.

BOEING, Charleston, SC

May 2013-August 2020

Product Manager, May 2018-August 2020

Managed a team of over 20 internal and external personnel for the internal PC refresh process.

- Delivered a 20% reduction in the time to refresh device hardware times by leading a cross-functional team to improve the process, reduce hardware inventory, and improve quality control.
- Established new processes for internal and external teams to follow for enhanced delivery of products and services and to track customer satisfaction resulting in a 30% increase in customer satisfaction.
- Led the development and delivery of a new process that eliminated the need for a manual workaround for region assignment during the PC refresh process.
- Contributed to product development activities, scheduled feature additions in iterative release cycles based on priority and importance, and improved department and organization reputation by taking ownership of accomplishing new and different requests.
- Assisted with QA activities for each release.

Software Developer, May 2013-May 2018

Improved a web and desktop application used by over 200 Enterprise employees by working with a team of developers to understand business requirements and translating them into technical solutions.

- Conducted regular agile sprint planning, retrospectives, and sprint demos with stakeholders to ensure product backlog items are prioritized and managed to ensure regular releases.
- Created a mobile application used to simplify aircraft inspection process, reducing inspection times by more than 50%, and allowing technicians to complete more aircraft inspections more effectively, without issues.
- Designed and implemented a web application that had over 100 registered users and was used in monthly meetings to promote diversity among employees.
- Created and implemented a C# based automated testing solution for various Enterprise APIs using HP Operations Orchestration to simplify and streamline the testing process, saving time and money.
- Developed internal tools which automated various internal tasks and saved over 250 hours of labor across multiple teams.
- Wrote and managed bug reports and change requests and worked with various teams to ensure timely and accurate fixes.

EDUCATION | CERTIFICATIONS

Master of Science (M.S.), Software Engineering, Stevens Institute of Technology, Hoboken, NJ

Bachelor of Information Systems | Bachelor of Human Resource Management

Liberty University, Lynchburg, VA

Women in Leadership, Cornell University

Examines the issues facing women in leadership positions and offers strategies for handling them.

Data Analytics, Carnegie Mellon

Used Big Data technologies to analyze and view large sets of data.

INVOLVEMENT

Blacks at Microsoft, Redmond, WA, Microsoft

August 2020-Present

- Served on the 'retain' and 'attract' sectors of the enterprise resource group to bring on new employees.
- Developed new initiatives with the team to engage new and existing employees.
- Wrote proposals and research on various programs offered through BAM and presented findings to team.