

# Xavier Hernandez

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## SUMMARY & CORE COMPETENCIES

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- 3+ Years, Technical Project Management
- Most experience with Agile project management methodologies. Comfortable with Waterfall methodologies.
- Primary Skills & Knowledge: product design process (IDEO), engineering design process, Work Breakdown Structure (WBS), Resource Breakdown Structure (RBS), customer development process (Steve Blank)
- Primary Tools: Microsoft Project, Slack, Trello, Microsoft Excel, SCRUM boards, Gantt Charts
- Led cross-functional and remote teams to launch to quality, within timeline and within budget. Managed scoping, planning, designing, executing, resourcing, monitoring, delivery, and post-evaluation.
- Self-motivated with a strong ability to adapt to new technologies & applications.

## EXPERIENCE

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### Amazon, Configuration and Change Management – Seattle, WA

*Project Coordinator II*

MAY 2020 – APR 2021

- Coordinated a cross-functional team to complete a major feature within our product life-cycle management software. Acted as the voice of the customer while collaborating closely with the product design team and the software engineering team.
- Led weekly (virtual) meetings to identify and translate our customer's needs into problem definition, functional decomposition, work breakdown, timeline, documentation during the project design phase. Maintained team documentation and meeting minutes within Quip.
- Proactively managed significant issues/risks through to resolution. Ensured resources are identified to provide solutions. Escalated as necessary to avoid project delays.
- Coordinated the collection of 75,000+ data entries from 70+ stakeholders within 6 months to populate the initial content of the feature.
- Created and edited 8 FAQ videos to explain our CCM processes to our internal customers.

## EXPERIENCE

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### ARKS – Ontario, CA

*Associate, Project Management*

APR 2019 – JAN 2020

- Succeeded in leading a cross-functional team to develop a functioning prototype of a motorized warehouse cart capable of 3 three degrees of freedom, within a pre-specified path, and the independent mapping of its environment using a Kinect camera.
- Developed and maintained project plans including information such as project objectives, task and deadline ownership, dependencies, estimations, technologies, systems, funding, and budget allocation.
- Managed relationships with project sponsors, team members, stakeholders and vendors as necessary. Experience using CRMs and Excel. Maintained team communication via in-person, Slack and Trello.
- Articulated project goals and scope to prepare detailed work breakdown structures and instill shared accountability for achieving project milestones. Experience hosting SCRUM ceremonies, creating on Canva, and presenting on MS Powerpoint
- Fundraised and managed a budget of \$20,000. \$6,000 provided by the National Science Foundation I-Corps in grants.
- Performed customer discovery by interviewing over 25 potential customers and key stakeholders within the Warehousing and Transportation industry in the Inland Empire, California.

## EDUCATION

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### University of California, Riverside, Bourns College of Engineering

*Bachelor of Science in Mechanical Engineering*

DEC 2018

## SKILLS, TOOLS, & KNOWLEDGE BASE

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Agile methodologies · SCRUM · waterfall methodology · operations management · MS Project · PERT · tree diagrams · SMART goals · RAID · IDEO product design process · engineering design process · NASA technology readiness levels · customer development process by Steve Blank · Brook's Law | Mythical Man Month · technological entrepreneurship · cross-functional team management, technical & non-technical · culture development · Asana · Powerpoint · market analysis · numerical modeling and analysis · negotiations · robotics · mechatronics · machine design · CAD · 3D printing

## **ADDITIONAL EXPERIENCE**

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### **FREELANCE – Riverside, CA**

*Marketing Associate for Grey Obsidian Tattoo*

JUN 2019 – SEPT 2019

- Succeeded in obtaining a 230% return on investment for my client within a three-month period and a budget of \$1,000, while creating the client's marketing infrastructure.
- Researched and discovered the client's target customer information to use in ad campaigns. Characteristics included age, gender, mile radius away from brick-and-mortar business, and interests.
- Created a customer tracking system to accurately obtain data on the health of the marketing funnel. The system involved Facebook Pixel, Google Analytics, customer data entry forms within the business website, and in-person customer surveys.
- Created and implemented landing pages, carousel ads, and messenger bots for customer acquisition on Facebook and Wix.

### **FREELANCE – Riverside, CA**

*SEO Writer for various clients*

FEB 2019 – SEP 2019

- Reviewed and edited content copy for spelling and grammar of 80+ web pages belonging to the University of California, Riverside. Collaborated with web dev contractors to ensure the functionality of the site.
- Researched for wrote and edited short and long-form articles to increase site traffic and search-engine-optimization (SEO).
- Acquired customers from local word of mouth and via Upwork. Managed subcontractors on Fiverr.
- Published on Medium's 3rd, 12th, and 33rd largest online publications: *Hacker Noon*, *UX Collective* and *P.S. I Love You*.

### **VNenergy – Riverside, CA**

*Business Strategy Intern*

SEP 2018 – DEC 2018

- Spearheaded the application and received admittance into Los Angeles CleanTech Incubator (LACI) Energy Innovators Cohort.
- Assisted the CEO with project management. This included updating the SCRUM and Trello boards to keep the product development team on track with internal milestones.
- Updated internal strategy documents such as competitive landscape, competitive analysis, company SWAT analysis, and customer acquisition proposals. Used Microsoft Office.

## **HONORS AND ACTIVITIES**

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Featured on Univision, *El poder de las apps para hacer de tu negocio uno muy exitoso y rentable* (2019) • Featured on Freelogic Media Podcast (2019) • Awarded NSF I-Corps grant (2019) • Admittance into Interphase Incubator in Ontario, CA (2019) • Admittance into Blackstone Launchpad Propel powered by Techstars (2019) • Admittance into ExCITE Accelerator in Riverside, CA (2018) • Admittance into Los Angeles Cleantech Incubator (LACI) Energy Innovators cohort (2018) • Aerospace Systems, President (2016-2017) • Featured on the Highlander: UCR News (2017) • Project of the Year by Bourns College of Engineering (2017) • Best Executive Board bu Associated Students of UCR (2017) • Phi Sigma Pi National Honors Fraternity (2013-2016).