Jordan Ellis

PROJECT MANAGER

(555) 012-3456 | jordan.ellis@email.com | Denver, CO | linkedin.com/in/jordanellis

PROFILE

Project manager with 7 years of experience delivering software and operations projects on time and under budget. Known for calm planning, clear updates and teams that want to work together again.

SELECTED ACHIEVEMENTS

- Delivered a $1.2M warehouse system upgrade 3 weeks early and 6% under budget.
- Named Northwind's Project Lead of the Year, 2024.
- Grew on-time delivery across my projects from 78% to 94% in two years.

EXPERIENCE

Senior Project Manager 2022 - Present

Northwind Logistics · Denver, CO

- Lead 6 cross-functional projects a year with budgets up to $1.2M; 94% delivered on or before the agreed date.
- Cut warehouse onboarding from 6 weeks to 3 by rebuilding the training plan with operations leads.
- Introduced a one-page weekly status report now used by 40+ managers across the company.
- Negotiated a carrier contract renewal that lowered freight costs by 9% in the first year.

Project Manager 2019 - 2022

Brightline Health · Boulder, CO

- Managed the rollout of a scheduling system to 18 clinics with no unplanned downtime.
- Ran vendor selection for 3 software contracts, saving $85K a year against the previous providers.
- Coached 4 coordinators, two of whom were promoted to project managers.
- Set up a risk log and monthly review that caught 2 budget overruns before they happened.

Project Coordinator 2017 - 2019

Summit Retail Group · Denver, CO

- Coordinated store openings in 5 states, tracking 300+ tasks per opening.
- Built the shared project calendar the regional team still uses.

EDUCATION

B.S. Business Administration

University of Colorado, 2017

CERTIFICATIONS

- PMP, Project Management Institute
- Certified ScrumMaster (CSM)

SKILLS

- Project planning
- Budgeting
- Risk management
- Agile and Scrum
- Stakeholder updates
- Vendor management

Jira, Excel, Smartsheet

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November 8, 2026

Alex Morgan
Hiring Manager
Cedar & Co.
Denver, CO

Dear Alex Morgan,

I'm writing to apply for the Senior Project Manager role at Cedar & Co. For the past seven years I have planned and delivered projects in logistics, healthcare and retail, and the part of the job I enjoy most is the one your posting describes: taking a busy team and a tight deadline and making the plan feel calm.

At Northwind Logistics I lead six cross-functional projects a year with budgets up to $1.2M, and 94% of them land on or before the agreed date. I rebuilt our warehouse onboarding plan with the operations leads and cut it from six weeks to three, and the one-page status report I introduced is now used by more than 40 managers.

I'd bring the same clear planning and steady communication to Cedar & Co.'s expansion. I would welcome the chance to talk about how I can help your team deliver its next projects. Thank you for your time and consideration.

Sincerely,

Jordan Ellis

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References

Morgan Reyes
Director of Operations, Northwind Logistics
(555) 010-2233 | morgan.reyes@email.com
Manager, 2022 - present

Taylor Brooks
VP Clinical Systems, Brightline Health
(555) 010-4455 | taylor.brooks@email.com
Manager, 2019 - 2022

Casey Nguyen
Store Development Lead, Summit Retail Group
(555) 010-6677 | casey.nguyen@email.com
Colleague, 2017 - 2019