

# Carri M. Oslager

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## PROJECT MANAGER

Experienced Project Manager with over 10 years of leading complex, large-scale educational projects, meeting tight deadlines within budget, and fostering relationships with stakeholders through clear, open communication channels. Ability to develop and implement strategies that optimize team performance, streamline procedures, and ensure solutions meet stakeholder requirements.

## PROJECT MANAGEMENT HIGHLIGHTS

- Achieved a 90% adoption rate in 4 years of foundational curriculum realignment in over 200 courses using self-created **project management tools** (WBS, RACI charts, risk registers, and schedule, cost & scope monitoring documents) and data analysis processes to track impact.
- Maintained **quality control of project deliverables** resulting in a \$10,000 increase in annual profits while optimizing operational efficiency and documentation processes.
- Built an online documentation repository for projects and programming, resulting in staff accountability improving by 10% each year, **facilitating collaboration among cross-functional teams**.

## TECHNICAL SKILLS & CERTIFICATIONS

**Project Management Institute: PMP Candidate** | Exam March 30, 2024

**Project Management Certification**: Google (Coursera) | December 2023

**Project Management Methodologies** - Agile (Scrum), Hybrid, Kanban, Waterfall

**Project Management Software** - Asana, SmartSheet, MS Project, Monday.com, Jira

**Database Management** – Tyler Technologies, Infinite Campus, PowerSchool

**Learning Management Systems (LMS)** – Blackboard, Canvas, Google Classroom

Microsoft Office Suite, Google Suite, Dropbox, SharePoint, Kami, Canva, Pear Deck

## EXPERIENCE

### Executive Education Officer | Project Manager

Kaneland CUSD #302 | CUSD #301 | July 2010 – July 2023

*Responsible for leading in-person and virtual teams comprised of multi-disciplinary professionals through major educational reforms. This involved overseeing the execution of various projects concurrently, ensuring they were completed within set timelines, budgets, and quality standards.*

- Optimized budgets of over \$100,000 per project through **resource allocation** (materials and SMEs), and controlled risk through strong written and verbal stakeholder communication.
- Developed project milestones for a cohort of 1300 students by conducting **a comprehensive analysis of available data and identifying trends** to ensure project scope was being met.
- Executed a structured training program for 100+ staff, including kickoff presentations, tracking of responsibilities, and sharing project timelines and risks, which improved online system adoption from 35% to 95%, and led to **increased operational efficiency** among all project teams.

## RELATED EXPERIENCE

### Instructor | Project Lead

**Central CUSD #301 | Meridian CUSD #223 | Monroe City Schools**

*Established and maintained relationships with other departments and organizations, ensuring the team's commitment to project objectives. Consistently monitored project performance while developing instructional and leadership practices that adhered to quality standards.*

- Increased scores by 10% in 3 months through optimizing processes, tools, and human capital to enable effective and efficient project delivery.
- Established sound instructional design principles through monthly professional development for ongoing education of students and faculty resulting in a 20% increase in overall deliverables.

- Developed project plans for improvement in course offerings which resulted in enhancements to 15 courses and a 25% increase in student engagement.

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## **EDUCATION**

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**Master of Arts in Educational Leadership | Aurora University**

**Bachelor of Business Administration in Business Management | University of St. Francis**

**Certification: Secondary Education | University of Louisiana at Monroe**

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## **INVOLVEMENT**

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**Project Management Institute - Chicagoland Chapter**

Mentee in the PMI Mentoring Program | February – June 2024

**Project Management Institute – Chicagoland Chapter**

Member

**Illinois Principals Association**

Mentor for Aspiring Leaders