Alison Porter

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Staff Technical Program Manager

Accomplished Staff/Senior Technical Program Manager with **10+ years of experience,** including **7 years in SaaS**, leading **highly visible initiatives** with global product, software, and marketing teams. Skilled in **optimizing workflows** and **driving business goals**. Recognized for **exceptional cross-team collaboration**.

Qualifications

Project Management | Program Management | Stakeholder Management | Communication Management | Process Creation | Process Implementation | Resource Management | Risk Management | Release Management | Retrospective Facilitation | Jira | Confluence | Lucidchart | Asana
Agile | **SCRUM** | **Kanban**

Work Experience

Airship | Staff Technical Program Manager   Sept 2018 - Present
- Successfully manage an average of 10+ programs per month from kick-off to release, of which 30% are large, multi-disciplinary, highly visible, company wide initiatives.
- Regularly communicate updates to executives & stakeholders, including C-Suite and upper management, on project/release statuses.
- Lead Product development teams in prioritizing, planning, backlog grooming, and stand-ups.
- Develop detailed project plans, track scope, manage project schedules, and perform risk analysis to achieve desired outcomes.
- Lead retrospectives to discuss learnings from completed projects & programs, and document findings to implement for future initiatives.
- Eliminate process discrepancies, implement continuous improvements, and develop & maintain processes that are aligned with the types specific team projects.
- Maintain and communicate internal project status board, increasing company-wide visibility by 40%.

Splash Worldwide | Traffic & Resource Manager   July 2017 - Aug 2018
- Lead daily meetings discussing progress of existing in-house jobs, incoming jobs, team capacity reports, and coordinating team schedules.
- Direct schedule of weekly projects and anticipate timelines for milestones and completion dates.
- Coordinate projects with both local and international teams.
- Schedule freelance talent (both in house and remote).
- Review and approve freelance time cards.

Roboboogie | Project Manager *(contract)*   Feb 2017 - July 2017
- Monitor multiple projects using Forecast and Google Drive.

- Scope projects, and send SOW's to clients.
- Build project plans and work back schedules for new projects.
- Work with the Account Executives to draft invoices and send them to clients.

AHA Agency | Project Manager   Mar 2016 - Jan 2017
- Track multiple projects in Workamajig.
- Scope projects and provide estimates for Account Manager.
- Draft creative briefs / review client creative briefs to provide to the team.
- Update project scope/budget per client changes, and quickly & effectively communicate updates to the team.
- Provide monthly Work In Progress budget reports for client invoicing and admin forecasting.
- Draft and distribute weekly traffic schedule reports to admins.

Copter Labs | Digital Project Manager / COO / CFO   Jan 2012 - Feb 2016
- Oversee multiple open projects using Basecamp and Asana.
- Communicating clearly and effectively with clients to ensure scope and expectations are clear.
- Informing design and development team of current interaction design patterns and trends.
- Creating and moderating company wiki that facilitated step by step project workflow.

Certifications

Project Management Professional (PMP) | Project Management Institute | Dec 2020
Certified SCRUM Master (CSM) | Scrum Alliance | Oct 2018
Kanban System Design | Kanban University | Nov 2021
Kanban Systems Improvement | Kanban University | April 2022

Accomplishments

Presentations
- "Successfully Wrangling Remote Teams," Rising Star at Future Insights Live, June 1-4 2015, Las Vegas, Nevada

Publications
- Porter, A., (2017) "How To Successfully Start A New Project Management Job" thedigitalprojectmanager.com

Awards
- Achieved 2 Shippie Awards for *Cross Team Collaboration* in February 2025 | Airship
- Achieved *Collaborative Colleague* award in March 2022 | Airship