

## Summary

**PMP-certified** Project Manager with **7+ years of experience** in cross-functional team leadership, coordination and project planning with a **Masters in Project Management** from Georgetown University

# Brandi Pressley

## Project Manager

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📍 Washington, DC

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## Education

**Masters of Professional Studies in Project Management**  
**Georgetown University**

Graduated: 2025

**Bachelor of Science in Television & Radio, Cum Laude**  
**Mercy University**

**Associate of Art in Radio and Television**  
**Howard Community College**

**Film Studies (Study Abroad)**  
**University of Roehampton**

## Certifications & Certificates

**Project Management Professional (PMP) & CAPM**  
**Project Management Institute**  
2024-2025

**Project Management Certificate & Google Digital Marketing Certificate**  
**Coursera**  
2023

**Applied Scrum for Agile Project Management**  
**University of Maryland**  
2025

**Harvard Managementor: Project Management**  
**Harvard Business Publishing**  
2024

**Talking to AI: Prompt Engineering & Data Landscape of GenAI**  
**Project Management Institute**  
2024-2025

## Skills

### Project Management

NIST AI Risk Management Framework · EU AI ACT · CPMI · Agile · Waterfall · Scrum · Lean · Asana · Monday · Jira · ClickUp · Kanban · Strategy · AI Governance · AI/ML · CL/CD · Ethics · Stakeholder Management · Initiating · Risk Management · Planning · Executing · Monitoring · Controlling · Closing · Roadmaps · Scrumban

### Administrative

MS Office Suite · Sharepoint · Adobe Creative Suite · G-Suite · MS Project · Teams · Zoom · Slack

## Volunteering & Internships

**MARKETING INTERN – FilmFest DC**

**Washington, DC**

**PRODUCTION MANAGER (Volunteer) – Cabin The Story: Film**

**Northern, MD**

**CASTING AND PRODUCTION INTERN – BBC / TLC**

**New York, NY**

**PRODUCTION INTERN – Clear Channel / iHeart**

**Rockville, MD**

**PROGRAM ASSISTANT (Volunteer) – WAMU: Bluegrass Country**

**Washington, DC**

## Work Experience

August 2025 – Present

**Project Manager**

**SelfSmart, Maryland**

- Mitigated organizational risk by establishing comprehensive privacy disclosures to maintain compliance with regulations, including GDPR, CCPA, and MODPA
- Developed presentations, authored the employee handbook, and implemented centralized tracking systems to improve alignment and visibility
- Led business and digital initiatives by defining project scopes and milestones, established operational workflows, and set-up AI agents for process automation

July 2024 – March 2026

**Project Coordinator - Special Projects**

**Community of Hope, Washington, DC**

- Created and managed the department's first centralized project portfolio, defining project objectives, priorities, and timelines while developing Gantt charts, risk assessments, schedules, and key documentation to successfully deliver initiatives and support executive decision-making.
- Managed 50+ initiatives with varying scope & complexity, delivering 90% on time.
- Lead the reopening of a housing site and managed cross-functional teams to ensure project deliverables met milestones while balancing stakeholder needs.
- Implemented communication practices increasing task completion rates by an estimated 20%.

July 2018 – July 2023

**Radio Archivist - Project Manager**

**Comrise/SiriusXM, Washington, DC**

- Managed projects driving project scoping, involving building several channels on SiriusXM using an internal database – reaching more than 34.17 million listeners, while maintaining a 1M+ song library.
- Led data management and information architecture for a growing content library, designing structured systems that reduced asset retrieval time by 80% and improved operational efficiency
- Led a team of 14 radio archivists in mid-scale organizational projects related to database expansion, Data entry management, restructuring and cataloging as well as musical content library organization reducing database inconsistencies by 40%.
- Led music library expansion project through strategic management of purchasing, cataloging, playlists creation, and processing of physical as well as digital content, totaling over one million songs.
- Served as the primary point of contact for stakeholders, managing 90% of project updates while proactively identifying risks,

November 2017 – July 2018

**Radio Archivist Assistant**

**SiriusXM, Washington, DC**

- Processed and ingested thousands of audio assets, standardizing and inputting metadata while auditing catalog accuracy to to maintain a reliable music library