



# Sherry R. Trotter

Website: [www.ProjectSRT.com](http://www.ProjectSRT.com) [in](#) [Sherry R. Trotter's LinkedIn](#) · Email: [Sherry@ProjectSRT.com](mailto:Sherry@ProjectSRT.com)

## Freelance Project Manager

### SUMMARY

Energetic and results driven business professional focused on managing purposeful projects for Creatives and Entrepreneurs strategically and efficiently. Dedicated project manager with belief that teamwork, accountability and integrity are the building blocks for accomplishing goals. Successful at communicating, working with others and leading teams effectively.

### KEY SKILLS

- Coaching and teaching skills
- Project Scope Management
- Strong Interpersonal and communication skills
- Exceptional Time Management
- Skills: Prioritization, Scheduling & Appropriate Delegation
- Cost Management
- Event Management
- Certificate of Completion in Project Management Courses via Skillsoft
- Efficient in MS Office Suite

### WORK EXPERIENCE

#### Project SRT, Chicago, IL

January 2017 – Present

Boutique Project Management Service

#### *Principal Project Manager*

- Create and manage comprehensive project plans and deadlines to ensure deadlines are met in a timely manner that allows for internal team to be held accountable in reaching critical deadlines on time.
- Facilitates and leads weekly team calls on behalf of client to provide accountability.
- Monitors and tracks the overall progress of each team members assigned deliverable.
- Assists in cost management and tracking of project expenses.

#### The National Black MBA Association, Inc., Chicago, IL

May 2013 – November 2016

Nonprofit Organization: Focus on Business and Educational Development

#### *Program Manager*

- Efficiently managed the programming logistics of 3 youth focused professional development programs concurrently that serviced approximately 150 students annually across the U.S.



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- Administered the distribution of over \$30,000 in college scholarships to the youth in the Leaders of Tomorrow<sup>®</sup> program annually
- Methodically managed the various logistical programming needs for the NMBAA's Annual Conference and Exposition, which welcomed over 9,000 attendees, such as administering a Speaker Management process that included the drafting of agreements, distributing of payments, travel allowances and travel logistics.
- Established and consistently managed viable professional relationships with all key stakeholders that were assigned to the organization's various programs including the Board of Director's Nominating Committee
- Additionally, served as a programming liaison between the NMBAA's headquarter office and the 40 + Chapter Presidents and Leaders of Tomorrow<sup>®</sup> Chairs
- Exercised effective accountability tools with programming team and key stakeholders to ensure that deadlines were met on time

### **Sherce B. Thompson D.D.S. P.C, Chicago IL**

June 2010 – April 2013

*General Dental Practice*

#### **Office Manager**

- Strategically scheduled patients towards daily production and collection office goals
- Managed the account receivables and diligently administered all financial agreements with patients for dental treatment
- Completed daily data entry of collections, all dental treatments, insurance processing, and scheduling
- Greeted all patients and dismissed them with appointments, politely answered phones, verified insurance, efficiently filed away confidential medical information and maintained a harmonious work environment between patients and dental staff

### **Common Ground Marketing (Coca-Cola's Sprite Step-Off Competition Tour), Chicago, IL**

*Marketing and Advertising Agency*

August 2009 – February 2010

#### **Talent Coordinator**

- Served as talent concierge for a total of 13 national step competitions in 8 U.S. cities to major recording artists by organizing and coordinating the artists' times of arrival, performance times and departures to venues
- Recruited and booked entertainment for college-friendly events and facilitated/negotiated payment for talent
- Assisted with stage management for the Sprite Step Off team tournaments, which is the largest step competition in history with the biggest combined prize pool of \$1.5 million in scholarships.

### **Junior Achievement of Chicago, Chicago, IL**

September 2008 – June 2009

*Nonprofit Organization: Focus on Student Financial Literacy, Work Readiness and Entrepreneurship*

#### **Operations Manager**

- Recruited and secured volunteers and funding opportunities for designated geographical area
- Implemented and managed the daily operations of Junior Achievement programs for designated geographical area
- Served as Community Liaison between schools and business professionals
- Assured that all administrative reports were accurate and current



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**Law Office of Heather Beverly P.C.**, Chicago, IL  
*Entertainment Attorney*

September 2005 – September 2008

***Office Manager/Executive Administrative Assistant***

- Administered monthly billing and copyright filings with the Library of Congress
- Managed accounts receivable and balanced firm's Client Fund Account
- Organized company structures with Secretary of State and Publishing Companies for clients
- Designed and developed operating manuals and dictated business letters on behalf of attorneys
- Responsible for courteously answering phones, greeting clients, sending faxes, ordering office supplies, filing of confidential information & legal contracts

**Golden Life Edutainment; Sherry Amour Music**, Chicago, IL  
*Entertainment Production Company*

February 2004 – Present

***CEO/Performing & Recording Artist/Songwriter***

- Successfully campaigned and fundraised over \$8,000 of capital (leveraging Kickstarter) to fund independent recording project .
- Executive produced numerous live show performances, 2 independent recording projects, several music videos and an online tributary music series.

## EDUCATION

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**Columbia College Chicago**, Chicago, IL  
Bachelor of Arts in Business Management,  
Concentration: Arts, Entertainment, and Media Management

May 2006