

CHRIS HAIR

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PROJECT MANAGER

Educator with 11+ years' experience in project portfolio management, implementing projects, educational leadership, and leading cross functional teams. Looking to combine and transfer these skill sets into a project management role at a fast-paced, mission-driven organization.

PROJECT MANAGEMENT HIGHLIGHTS

- Managed the logistics operations of a team of 50, maintaining effective time and risk management to complete deliverables with 100% accuracy
- Administered educational program with 350 students and 5 team members, collaborating daily with CEO and key project sponsors to analyze data to identify needs and propose solutions, increasing project scope by 50% in 10 months
- Developed an interdisciplinary Social Studies curriculum project for full life cycle, building all components including resources, timelines, budget, and data tracking systems to measure impact under hard deadlines, exceeding performance goals by 33%

TECHNICAL SKILLS & CERTIFICATIONS

- **Project Management Certificate**, Coursera (Google)
- **Scrum Master Certification**, Coursera (LearnQuest)
- Microsoft Office, Google Suite
- Project Management Software: Monday, Asana, Trello, SmartSheet, Jira
- Project Management Methodologies: Agile (Scrum), Kanban, Waterfall
- Learning Management Systems (LMS): Google Classroom, Canvas

WORK EXPERIENCE

Fairmont Private Schools | San Juan Capistrano, CA | Aug 2020 – Present

Head of Social Studies Department and High School Teacher

Designed from scratch and piloted a curriculum development and instruction project for 25 learners while complying with more than 60 state standards, creating technical educational resources, collaborating with cross-team departments, utilizing Learning Management Systems, and adapting original plans based on changing needs and priorities.

- Built all project components including scope, OKRs (Objectives and Key Results), and data tracking systems from initiation to completion under hard deadlines, with 80% of students showing 10-15% growth by Q3
- Implemented scope change with 2 days' notice to initiate a completely new project while ensuring seamless execution of changes to scope and key deliverables
- Developed optimization strategies through progress analysis and evaluation while prioritizing client needs, making data-based recommendations to strengthen assessment performance by 75%
- Initiated launch of brand new skills development course after using gap analysis to assess needs and devise mitigation strategies for failing students, creating higher demand for services by 25%

Saddleback Valley Christian Schools | San Juan Capistrano, CA | Jan 2016 – June 2020

Social Studies/English Teacher

Introduced cross functional Humanities course for school's first Academy cohort, designing all state standards-aligned content, tracking and analyzing data, collaborating with department leaders and district administrators, implementing universal design and equitable learning theories, and proposing changes to program structure, while also restructuring AP History courses for 2 semesters.

- Administered 4 different Social Studies courses from initiation to completion, documenting performance data for 200 students, breaking down yearly key deliverables into smaller 3-4 week units, and planning daily tasks to meet 100% of objectives

- Saved implementation time by 70% by spearheading use of several new online educational tools to convert on-site deliverables to remote Learning Management System while streamlining processes for efficiency and value
- Collaborated with cross functional teams in planning and evaluation to identify problems, assess risks, revise individual learning plans, and propose solutions, increasing cohort retention rate to 100% in second year
- Provided on-site evaluations and classroom management coaching for 15 members, reducing behavior issues by 75%

US Ocean Safety, Inc | Dana Point, CA | June 2012 – May 2020

Lead Dispatch Coordinator

Provided strategic leadership and logistical expertise, managing a team of 50 and providing time and risk management to daily operations of a county-contracted Emergency Medical Service Company

- Onboarded new dispatchers by incorporating Universal Design to facilitate smooth transition and ensure strict compliance
- Conducted gap analysis to identify program inefficiencies and proposed solutions to meet program deliverables weeks ahead of schedule

EDUCATION

Bachelor of Arts: History, - University of Washington, Seattle

California Preliminary Teaching Credential - Endorsed in Secondary Social Studies