JULIAN MERCER

PROJECT ASSISTANT MANAGER

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PROFESSIONAL SUMMARY

Project Assistant Manager with 3+ years supporting project managers on schedules, budgets, risks, and stakeholder communication. Keeps work organized and visible, owns defined workstreams, and is ready to take on small projects independently.

PROFESSIONAL EXPERIENCE

Assistant Project Manager Jun 2024 - Present
Deloitte, Atlanta, GA

- Support a $3.4M technology implementation by maintaining the schedule, action log, and RAID register for 22 team members.
- Own the weekly status report for client sponsors, reducing preparation time from three hours to ninety minutes with templates.
- Manage three small workstreams independently, delivering all milestones within one week of the plan.
- Track budget actuals against forecast in Excel and escalate variances over 5%, helping prevent two overruns.
- Facilitate weekly team meetings and distribute notes within 24 hours, improving closure of open action items to 88%.
- Supported delivery of a 9-month client systems implementation, maintaining schedules, action logs, and budget trackers weekly.
- Prepared steering committee decks and meeting minutes for senior managers, with action items closed on time 92% of the time.

Project Coordinator Jul 2022 - May 2024
Delta Air Lines, Atlanta, GA

- Coordinated schedules and dependencies for eight operations-technology projects using Smartsheet and Microsoft Project.
- Scheduled stakeholder workshops and collected feedback, supporting requirements sign-off two weeks ahead of schedule.
- Maintained project documentation in SharePoint so teams could find charters, decisions, and approvals quickly.
- Prepared go-live checklists with IT and operations, contributing to a cutover completed without service interruption.
- Coordinated crew-scheduling system updates across four airport stations, reducing manual scheduling corrections by about 20%.

Project Intern May 2021 - Aug 2021
Home Depot, Atlanta, GA

- Assisted with a store-systems rollout across 40 locations by tracking tasks and confirming readiness with managers.
- Built an Excel tracker that replaced scattered email updates and gave leaders a single status view.
- Documented lessons learned from pilot stores and presented three recommendations to the project manager.

CORE SKILLS

Project coordination | Schedule management | RAID tracking | Status reporting | Budget tracking | Microsoft Project | Smartsheet | Jira | Microsoft Excel | Stakeholder communication | Meeting facilitation | Documentation | Risk escalation | Agile basics

CERTIFICATIONS

Certified Associate in Project Management (CAPM) | Google Project Management Certificate

EDUCATION

B.B.A. in Management, Georgia State University, Atlanta, GA