



PuttyCove, Inc. Jean McKay Project Management and Risk Consultant/Instructor with solid experience and knowledge in planning, organizing, and leading projects to successful completion. Certified by the Project Management Institute as PMP, and has achieved numerous IT industry certifications. Background includes technical training, curriculum development and evaluation, and software documentation and testing. Holds a Master's Degree in Computer Information Systems.

Professional Expertise/Services

PUTTYCOVE, INC., Phoenix, AZ

2003 – Present

Project Management Consultant and Technical Instructor

- Self employed as independent project management/risk consultant.
- Contract instructor teaching project management, leadership, team dynamics, networking, and operating systems regarding Cisco, Comptia, ECCouncil, Microsoft, Novell, and RMC Project Management

ESTRELLA MOUNTAIN COMMUNITY COLLEGE, Avondale, AZ

2000 – Present

Cisco Networking Academy Instructor

- Teach Cisco and Microsoft curriculum to adult students

INTERFACE TECHNICAL TRAINING, Phoenix, AZ

2002 – 2003

Novell and Microsoft Technical Instructor

- Teach Novell and Microsoft certification courses.
- Facilitate hands-on student laboratories, including setting up class servers.

NEW HORIZONS COMPUTER LEARNING CENTER

1996 – 2002

Technical Instructor, Burlington, MA (1996 – 1997), Nashua, NH (1997 – 1998), Phoenix, AZ (1999 – 2002)

- Taught CIW, Novell and Microsoft certification courses.
- Set up and maintained student laboratories.
- **Acting Technical Training Manager, Nashua, NH (1997 – 1998)**
- Managed staff instructors, including setting schedules and goals.
- Arranged for contract instructors as required.

Recent Assignments

PuttyCove, Inc.

- Consult with various clients in project management and leadership skills.
- RMC Project Management contract instructor.

Information Technology Instruction

- Technical Reviewer for new versions of Project Management and other courseware.
- Create and present custom Project Management courses for various corporations.

Present technical course

Education and Professional Affiliations

Master of Science in Computer Information Systems, 2003

UNIVERSITY OF PHOENIX, Phoenix, AZ

GPA: 4.0; Outstanding Student

Bachelor of Science in Management of Computer Training, 1998

UNIVERSITY OF NEW HAMPSHIRE, Granite State College, Nashua, NH

BPW, Business and Professional Womens

IMC, Institute of Management Consultants

InfraGard

Mensa

MPA, Microsoft Office Project Association

PMI, Project Management Institute

Contact Information

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