

Karisa Allen

Senior Project Manager · Program Manager

Open to consulting, contract, part-time & full-time

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Summary

Hands-on senior project and program manager with 20+ years running complex, multi-workstream delivery for global brands. I own timelines, budgets, scope and status reporting directly — building the plan, running the standups, chasing the blockers, and keeping cross-functional teams aligned. I've also led PMOs and teams of PMs, which means I bring senior judgment without needing a title to be useful. Certified Scrum Master, fluent across agile and waterfall.

Core Competencies

Project & Program Management · Timelines & Milestone Tracking · Scoping & Estimation · Budget Tracking & Forecasting · Resource Management · Status & Stakeholder Reporting · Risk & Issue Management · Agile / Waterfall / Scrum (CSM) · Vendor Coordination · AI & Workflow Automation

Experience

Group Director, Project Management

Oct 2023 – Aug 2026

Near&Dear (formerly Moontide) · El Segundo, CA

- Ran multi-workstream projects end to end: scoping, timelines, resourcing, budget tracking and weekly status reporting.
- Improved estimate accuracy by 30%+ and cut budget review cycle time by 50% using rebuilt tracking processes and AI-assisted tooling.
- Implemented project management and time tracking systems, giving the team clearer visibility day to day.
- Built pitch decks, estimates and timelines for new business.

Chief of Staff / Director, Project & Program Management

Oct 2015 – Jul 2023

Mavice · Primary client: Ford Motor Company

- Managed multiple concurrent web development projects and workstreams across waterfall and agile delivery.
- Led scoping, requirements gathering and estimation, then tracked delivery against plan.
- Coordinated daily across client, creative, production and engineering teams in a multi-agency environment.
- Customized PM tooling to connect client systems with internal process.

Partner / Owner, Operations Director

Feb 2013 – Jan 2015

The Glue · Boutique digital agency

- Ran project delivery and client communication across every account, hands-on from kickoff to launch.
- Built the delivery process, templates and status reporting from scratch.

Program Director

Jan 2009 – Apr 2013

Rosetta (a Publicis Company) / Level Studios

- Named Employee of the Year (2012). Delivered digital projects for VIZIO, Monster Energy, Activision and Sony.
- Managed project budgets and weekly financial projections; authored SOWs and coordinated RFP responses.

Education

B.S. Computer Information Systems / Business Management
Westfield State University

Certification & Tools

Certified Scrum Master (CSM)
Claude Design · Claude Code · ChatGPT · GenSpark AI · Smartsheet · JIRA · Confluence · Trello · Figma · AEM

Earlier roles: Senior Project Manager at Genex (Honda/Acura) and MRM/McCann (Microsoft), 2005–2009. Additional clients include Sony Pictures, CAA, ING, and Mass Mutual.