

ADAM ELLIS

Technology Project Manager

Springfield, Missouri | adam.ellis.mail@gmail.com | linkedin.com/in/adam-ellis-media/

PROFESSIONAL SUMMARY

Technology Project Manager experienced in coordinating multi-location technology infrastructure deployments across the United States and Canada. Skilled in managing project schedules, technicians, contractors, equipment logistics, budgets, and customer communication from project handoff through closeout. Combines a hands-on technical background with strong organizational skills, detailed project tracking, and practical problem-solving.

CORE SKILLS

Project Management: Multi-Location Technology Deployments; Project Scheduling & Coordination; Budget Monitoring & Expense Tracking; Contractor & Vendor Coordination; Resource Planning & Equipment Logistics; Project Documentation & Closeout

Technical Experience: Structured Cabling & Network Infrastructure; Wireless Access Point Deployments; Surveillance Camera Systems; Server Deployment Coordination; Audiovisual Systems & Video Conferencing

Software & Tools: Microsoft Excel; Asana; QuickBooks; Microsoft SharePoint; Microsoft Teams & Outlook; Zoom

PROFESSIONAL EXPERIENCE

CIS Data Services | Springfield, Missouri

Project Manager | February 2026 – Present • Project Coordinator | January 2025 – February 2026

- Manage up to approximately 10 concurrent technology infrastructure projects, coordinating work from assignment through completion and closeout.
- Coordinate technicians, subcontractors, installation schedules, material purchasing, equipment rentals, and onsite customer contacts.
- Direct daily field activities, resolve logistical challenges, and maintain communication with customers and internal teams.
- Monitor established project budgets, including labor, materials, equipment rentals, and other expenses.
- Independently create customized Excel spreadsheets to track multi-location deployments, schedules, resources, and installation progress.
- Maintain project documentation, prepare purchase orders and applicable customer estimates, and coordinate project closeout.

SELECTED PROJECT ACCOMPLISHMENTS

- **96-Location Wireless Access Point Rollout:** Coordinated a six-month technology deployment across Bass Pro Shops locations throughout the United States and Canada while serving as Project Coordinator.
- **50-Location Server Upgrade:** Coordinated server upgrades across 50 Great Southern Bank locations, completing all installations within the 30-day installation window.
- **Surveillance Camera Upgrades:** Managed five separate Bass Pro Shops camera upgrade projects involving approximately 60–110 cameras per project, coordinating field resources, materials, schedules, and project budgets.

PROFESSIONAL EXPERIENCE (CONTINUED)

Drury University | Springfield, Missouri

AV Technician / Lead AV Technician | September 2017 – December 2024

- Served as a primary technical resource for audiovisual systems across classrooms, auditoriums, conference rooms, and athletic facilities.
- Installed, maintained, and troubleshooted audiovisual equipment, including projectors, cameras, microphones, sound systems, and video conferencing technology.
- Participated in campus technology upgrades, assisting with equipment evaluation, installation, testing, and coordination with outside vendors.
- Managed campus Zoom accounts and provided technical support for university events, meetings, and athletic productions.
- Provided backup IT Help Desk support, including troubleshooting assistance, ticket coordination, and password resets.

Springfield Cardinals | Springfield, Missouri

Seasonal In-Stadium Video Production | 2015–2017

- Directed in-stadium video productions, selecting camera shots and operating video switching equipment during live baseball games.
- Operated replay and highlight systems and supported game-day production activities.

MC22 / Mediacom & Hite Media

Production Intern & Freelance Production Crew | 2010–2017, with occasional later assignments

- Supported live sports and event productions through camera operation, replay systems, and occasional technical directing.
- Worked on productions for regional media companies, including occasional projects associated with national sports networks.

EDUCATION

Drury University — Associate in Organizational Leadership Studies (In Progress)

Ozarks Technical Community College — Associate of Applied Science, Electronic Media Production (May 2013)

PROFESSIONAL CERTIFICATION

Drury University — Project Management Certificate (May 2026)

EMPLOYEE RECOGNITION

Drury University — **Go Beyond Award** | Two-time employee recognition recipient (2019 and 2024)