

Praycious White

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Project and Program Coordination | Learning Operations | Technology Implementation

PROFESSIONAL SUMMARY

Project and program coordination professional with 6+ years of experience across learning operations, workforce initiatives, and community programs. Supported 250+ annual learning sessions and 400–500 employees across eight business units. Improved on-time delivery by 15% through production checklists, shared intake tracking, and clearer workflows. Experienced in implementation planning, reporting, stakeholder coordination, and vendor follow-through.

AREAS OF EXPERTISE

Program coordination, Implementation planning, Schedule and dependency tracking, Stakeholder communication, Executive reporting, Risk and issue tracking, Process improvement, Change enablement, Learning operations

TECHNICAL SKILLS

Project and workflow management: Asana, SharePoint, Microsoft Forms, Outlook, Microsoft Excel, Google Sheets

Reporting and analysis: PivotTables, lookups, filters, conditional formatting, charts, dashboards, Qualtrics

Learning and collaboration: SAP SuccessFactors Learning, Articulate Rise 360, Microsoft Teams, WebEx, Zoom, PowerPoint, Canva, Salesforce, ServiceNow

PROFESSIONAL EXPERIENCE

Freelance AI Evaluation Projects - AI Trainer

Uber AI Solutions, Mercor, Handshake (Feather) | Remote

Mar 2026 – Present

Evaluate multimodal AI outputs against project rubrics, quality standards, and evolving guidance.

- **Quality evaluation:** Assess AI-generated text, images, audio, and video for accuracy, relevance, instruction-following, policy alignment, and overall quality.
- **Issue identification and documentation:** Record evidence-based rationales and flag edge cases or conflicting guidance for escalation.

Co-Founder & Operations Lead

Just Skyn (Skincare & Beauty Brand) | Atlanta, GA

Feb 2025 – May 2026

Led operations for an early-stage skincare venture across vendors, product samples, customer inquiries, and recurring workflows.

- **Vendor coordination:** Cut turnaround from approximately three weeks to one week through clearer requirements, follow-up, and issue resolution.
- **Product development:** Coordinated five sample rounds and documented feedback, decisions, and next steps across vendor and cosmetic chemist workstreams.
- **Process documentation:** Created SOPs and tracking practices for vendor activity, product feedback, customer inquiries, and operating priorities.

Community Volunteer - Program Coordinator

Atlanta Thrive (Non-Profit Education Organization) | Atlanta, GA

Jul 2024 – Dec 2024

Supported community education and advocacy programming, materials, registration, and outreach.

- **Program logistics:** Coordinated session production, advocate schedules, presentation materials, expo logistics, and outreach follow-up.

Learning & Development Specialist

Delta Air Lines | Atlanta, GA

Mar 2022 – Dec 2023

Coordinated leadership-learning delivery, LMS administration, reporting, and stakeholder support across eight business units.

- **Program delivery:** Coordinated 250+ learning sessions annually across L365, SkillsFirst, Leadership Accelerator, and business-unit programs, aligning calendars, facilities, materials, and vendors.
- **Implementation support:** Supported a seven-month L365 redesign and relaunch into three two-day, in-person sessions per week for cohorts of up to 40 employees.
- **LMS administration:** Supported 400–500 employees in SAP SuccessFactors Learning through enrollment, completion tracking, troubleshooting, and reporting.
- **Process improvement:** Improved on-time delivery by 15%, LMS administrative efficiency by 10%, and stakeholder satisfaction by 27% through SOPs, production checklists, job aids, and a SharePoint intake tracker.
- **Stakeholder partnership:** Adapted a program for 100+ TechOps employees with HR and subject-matter experts, coordinating delivery and Qualtrics evaluation that recorded 85% satisfaction.

Project Coordinator – Recruitment & Staffing

Delta Air Lines, TechOps Pipeline Development | Atlanta, GA

Dec 2021 – Feb 2022

Coordinated recruiting-project reporting, digital resources, candidate communications, and event logistics.

- **Workforce reporting:** Supported 30+ hiring managers with Excel reports, PivotTables, lookups, and charts for TechOps staffing initiatives.
- **Digital resource development:** Centralized candidate-interest information and program updates through a five-page internal site and Microsoft Forms intake process.
- **Executive communication:** Prepared weekly reports and communications for executive leaders, including a TechOps Vice President, while supporting recruiting events.

Assistant Program Coordinator

Georgia State University, LaunchGSU | Atlanta, GA

Aug 2019 – Sep 2021

Supported onboarding, workshops, communications, CRM records, and stakeholder coordination for a university entrepreneurship program.

- **Participant onboarding:** Supported program growth from approximately 150 to 350 participants and onboarded 50–80 participants each semester through orientations and follow-up.
- **Workshop coordination:** Managed scheduling and logistics for 75+ workshops per semester, including registration, materials, facilitators, and onsite or virtual delivery.
- **Engagement strategy:** Increased engagement by 40% and response rates by 30% through open forums, hybrid access, recordings, Salesforce follow-up, and a newsletter reaching 150+ recipients.
- **Partnership support:** Helped secure more than \$10,000 in grants and donations while supporting participant services and program administration.

ADDITIONAL EXPERIENCE

Communications Center Supervisor | *Six Flags Over Georgia* | Austell, GA | Sep 2017 – Sep 2019

- Promoted to Supervisor while coordinating communications across approximately 42–43 rides and a radio network of 40–75 staff and training employees on communication and escalation procedures.

Teacher Fellow | *Breakthrough Atlanta* | Atlanta, GA | May 2017 – May 2018

- Designed and delivered science lessons, assessments, tutoring, and learner activities while participating in family conferences and instructional coaching.

Team Lead | *Chick-fil-A* | East Point, GA | Jan 2015 – Aug 2016

- Promoted to Team Lead, supervising 4–6 employees, training new hires, and coordinating assignments and daily operations.

PROJECTS

Recovering an At-risk LMS Migration | *Project Management Simulation* | 2026

- Developed an LMS migration recovery plan covering critical path analysis, schedule changes, cost forecasting, scope tradeoffs, risk and issue management, and executive decision points; modeled a three-week recovery and \$26,000 reduction from the no-action cost forecast.

L&D Project Management System Implementation | *Project Management Simulation* | 2026

- Designed an Asana implementation with an intake process, milestone schedule, task dependencies, RAID log, status reporting, governance, and adoption plan across 14 weeks, 76 work items, and 25 RAID records.

EDUCATION

Bachelor of Arts in Chemistry | Arizona State University

CERTIFICATIONS

Asana Workflow Specialist, Asana, 2025

Career Essentials in Project Management, Microsoft and LinkedIn, 2026

SAP SuccessFactors Learning Management Administration, SAP, 2023

Build Your Skills as an Instructional Designer, LinkedIn Learning, 2026

Google AI Course Pathway, Google, 2026