

ROBERT SMITH

PMO Analyst

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SUMMARY

PMO Analyst position on business operations as PMO or Project/Program Manager with a reputed organization wherein using the project management methodologies effectively and efficiently for the growth of the organization and attaining professional enrichment in the areas of PMO along with the potential of people management.

CORE COMPETENCIES

Project Planning, Project Coordination, Project Management, Project Development, Change Management, Risk Management, Program Management, Sharepoint.

PROFESSIONAL EXPERIENCE

PMO Analyst

ABC Corporation - September 2007 – August 2009

Key Deliverables:

- Prepared the MIS Reports related to Project Cost Profitability, Effort Billing (Monthly/Quarterly/Annually), Project status report, Revenue Predictions, Loading Factor and Effort Variance.
- Served as a conduit between the Program Manager and Project Manager wherein facilitating the Project manager in meeting the key performance indicators (KPIs) set by the corporate.
- Involved in resource management phases from project initiation to project execution and allocating the right resource to the right project by following up with the related resource coordinators of the units.
- Involved in creating and implementing workflows to facilitate structured support in all areas and issues and grouping the similar projects and managing them in a similar manner.
- Supported ongoing improvement in project management office and ensuring that project stakeholders have up-to-date, accurate information about the project status.
- Worked with various project teams and have diagnosed operational gaps, made recommendations and proposed solutions.
- Supported more than 5 Leading Pharmaceutical Clients under Pharmacovigilance and Clinical Data Management capabilities as regions PMO.

PMO Analyst

Delta Corporation - 2004 – 2007

Key Deliverables:

- Created and implemented management processes for issues, risks, and change requests used by Accenture and client teams Managed project plan for seven.