

Stephen Paucek

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EXPERIENCE

SENIOR PROGRAM MANAGER, PMO

Philadelphia, PA

08/2015 – present

- Human Resources and Organizational Behavior; work with HR and Legal to evaluate and implement org structure improvements
- Business scope and processes; co-develop thesis / proposals, evaluate impact on processes and organize key executives and stakeholders
- Gain the trust and respect of key accounts by establishing and maintaining effective relationships
- Proactively manages and coordinates communication of project risk with core team, steering committee and stakeholders
- Recommends improvements and alternative solutions to resolve problems, services as a key point of contact with client's executive team within PMO
- Leverages standard work throughout the project when possible
- Identify large scale improvement opportunities for process automation, digitization

BUSINESS MANAGER / PMO

Los Angeles, CA

06/2012 – 07/2015

- Assist N4 dept head in cost planning, management, controlling and reporting from a cost accounting and project portfolio perspective
- Preparing senior level Business and Technology presentations in support of various forums (Steering committees, Working Groups, Townhalls)
- Rolling-out new tools and templates for project tracking and annual budgeting cycle
- Working closely with management team, program and project managers in supporting Finance and Risk Technology programs of various sizes and complexity
- Liasing with Finance and Central PMO teams on various initiatives including Business Cases, Project Management tool pilots, Technology Portal
- OnePPM (TOOL) support CASS in PMO activities / metrics forecasting & status reporting
- Participating in ad-hoc projects and assignments including

MANAGER, PMO

New York, NY

05/2009 – 01/2012

- Provide mentoring and guidance to other project managers, evaluating their work for accuracy and efficiency
- Work with functional managers in order to effectively align resources across projects
- Continually manage project expectations with team members, stakeholders and management
- Identify, analyze and prioritize project risks assessing potential impact
- Manage multiple mid-to-large cross functional projects within given constraints of time, budget, and quality
- Manage the portfolio of projects to ensure they follow the vision and strategy of IT and the company as a whole
- Provide periodic reviews to executive and senior management to ensure each project or initiative is on track

EDUCATION

ASHFORD UNIVERSITY

Bachelor's Degree in Computer Science

SKILLS

- Strong customer drive and dedication to quality and success; strong work ethic
- Strong communicator, adaptive to changing and demanding environment, and able to effectively communicate with and manage project stakeholder expectations
- Detail-oriented and able to work well independently
- Possess strong communications skills and able to effectively converse IT governance and policy compliant objectives across different IT and business partners
- Able to work collaboratively and effectively while handling multiple projects on various timelines in an extremely fast-paced environment
- Strong analytical skills, organization and Project Management skills
- Program management – from planning to execution to knowledge transfer
- Possess strong change & process mind-set
- Strong understanding of the Wireless industry
- Excellent analytical thinking skills