

REYES RENNER

794 KLOCKO CENTER, DETROIT, MI

PHONE

+1 (555) 862 0528

EXPERIENCE

SCHUPPE AND SONS

Philadelphia, PA // *Senior PMO Analyst*

01/2020 – present

- Certification in a project management qualification, especially PRINCE2 Practitioner and P3O is highly desirable
- Advanced working knowledge of MS office applications including MS Word, Excel
- Excellent analytical and numerical reasoning skills
- Knowledge and understanding of the project and programme lifecycle and PMO Services, including MS Project planning
- Good MS Excel / PowerPoint / Visio skills

BOGAN INC

Philadelphia, PA // *IT PMO Analyst*

05/2017 – 08/2019

- Project management and SDLC methodologies, facilitates rollout adoption and execution of repeatable predictable, efficient processes that improve productivity and quality
- Proven proficiency with, Microsoft Excel, PowerPoint, MS Office Suite and CA Clarity PPM
- Extensive experience with Jira workflow administration (not just system administration such as upgrades/etc.)
- A visionary for building & implementing workflows that will be able to scale as business needs grow
- Experience in automating workflows

EDUCATION

LIM COLLEGE

Bachelor's in Business

SKILLS

- Experience and Knowledge of MS Office tools like Power Point, Visio, MS Word etc
- Experience in handling large volume of data in Excel Spreadsheets
- Proactive, hands-on with can-do approach
- A positive, flexible and proactive approach
- PMP Certification from PMI (preferred)
- Proficiency in structuring complex tasks and coordination of complex processes
- Good influencing and relationship building skills
- Good process and data analytical skills
- Experience in Continuous improvement and Lean tools