

Ambert Rolnik

PMO Analyst

Profile

PMO Analyst with 2 years of experience in providing project management support, monitoring project progress, and facilitating effective communication among stakeholders. Proficient in data analysis, risk management, and process improvement methodologies. Adept at collaborating with cross-functional teams to ensure timely delivery of projects within budget and scope. Demonstrates strong problem-solving skills and a commitment to continuous learning and professional growth.

Employment History

PMO Analyst at Hawaiian Electric Industries, HI

Apr 2023 - Present

- Successfully streamlined project management processes, resulting in a 20% reduction in project delivery time and a 15% increase in overall efficiency within the first year of implementation.
- Coordinated and managed a portfolio of 10 high-priority projects with a combined budget of \$50 million, ensuring timely delivery and completion within 5% of the allocated budget.
- Implemented a new project tracking and reporting system, reducing weekly reporting time by 30% and increasing data accuracy by 25%, leading to more informed decision-making by senior management.

Junior PMO Analyst at Kamehameha Schools, HI

Jul 2021 - Mar 2023

- Successfully managed a budget of \$1 million for a key educational project, ensuring all financial aspects were accurately tracked and reported, leading to a 10% cost reduction.
- Streamlined project management processes by implementing a new project management software, resulting in a 20% increase in team efficiency and a 15% reduction in project completion time.
- Coordinated the efforts of a 25-member cross-functional team and led weekly project status meetings, improving communication between stakeholders and achieving a 90% on-time project completion rate.
- Conducted comprehensive risk analysis for three high-priority projects, identifying potential issues and implementing mitigation strategies, ultimately reducing project risks by 30%.

Education

Bachelor of Business Administration in Project Management at University of Hawaii at Manoa, Honolulu, HI

Aug 2017 - May 2021

Relevant Coursework: Project Management Principles, Business Operations, Strategic Planning, Risk Management, Quality Control, Procurement and Contracts, Resource Management, Team Dynamics, Financial Analysis, and Organizational Leadership.

Certificates

Project Management Professional (PMP)

Nov 2021

Details

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Links

[linkedin.com/in/ambertrolnik](https://www.linkedin.com/in/ambertrolnik)

Skills

SharePoint

MS Project

Power BI

Jira

Smartsheet

Visio

Trello

Languages

English

Urdu

Hobbies

Data visualization and analytics

Reading about project management methodologies and trends

Attending industry conferences and networking events