

EDUCATION	JOB EXPERIENCE
<p>Bachelor's Degree in Electrical Engineering, 2012 Irvine Valley College, Irvine, CA</p>	<p>PMO Coordinator, 2016-Present Harris Computer Systems</p> <ul style="list-style-type: none"> Maintained the PMO shared point and ensured that the latest client integration information and project information was always available. Coordinated PMO events, activities, and meetings according to the needs of the PMO Chief and programmatic requirements. Assisted project managers to maintain project-level logs for risks, assumptions, issues, dependencies, change control and lessons learned. Provided support for migration to new status reporting platform Panorama.
INTERESTS	<p> Sport</p> <p> Gym</p> <p> Singing</p> <p> Traveling</p> <p>PMO Coordinator, 2014-2016 Sierra Nevada Corporation</p> <ul style="list-style-type: none"> Created program JIRAs and ensured smooth task delegation between the PMO and BA team based on JIRA tree and BOW Collated information into the PMO systems and produced reports to meet governance requirements Tracked against agreed baselines and monitored progress lines Reviewed and coordinated project definition and management plans (PDMPs), including updates <p>PMO Coordinator, 2012-2014 Diebold Nixdorf</p> <ul style="list-style-type: none"> Prepared agenda for PMO and weekly status and issues meeting, as well as bi-weekly seniors meeting Facilitated management of risks, issues, and changes Maintained PMO project plan in enterprise program management (EPM) Provided ad-hoc presentation and status decks for off-sites and when requested to do so