

EXPERIENCE

SENIOR PMO CONSULTANT

Los Angeles, CA

12/2014 – present

- Working independently, manages large scale projects or oversees multiple related large scale projects
- Project Manager will be responsible for creating and monitoring program cost activities
- Project Manager is responsible for heading project meetings to collect and disseminate information pertaining to transfer projects
- Responsible for evaluating transfer project performance of functional areas
- Communicates with Project Management counterparts, customers and project stakeholders to ensure continuing alignment with project objectives
- Project Manager will be responsible for coordinating the collection and dissemination of technical information for knowledge transfers within the County
- Seeks opportunity to improve efficiency and drives resulting activity through to completion

IT PMO CONSULTANT

Boston, MA

10/2010 – 10/2014

- Produce progress reporting documentation following Accenture's methodology and best practices
- Identify risks on a timely manner and ensure proper escalation to client management, while proposing mitigation actions
- Evaluate issues significance and impact and ensure their resolution
- Advise on and facilitate the development of Project Agreement documents (functional specifications) and Solution Design documents (high level application architecture/ interfaces)
- Highlight strategic decisions to be made by client management
- Facilitate the communication between all involved stakeholders
- Monitor IT project progress

PMO CONSULTANT

Boston, MA

08/2004 – 09/2010

- Own all aspects of spend tracking including unblocking finance queries and working with Change Portfolio Owner
- Training, coaching and mentoring other team members and / or customers in relation to methodologies, delivery processes and best practice
- Reconciling, entering, updating data for reports in portfolio management software programs
- Prepare and own all aspects of project budgeting, monthly monitoring and various reporting
- Leads accrual and project billing activities for EAD organization including the leadership of offshore financial team monthly financial analysis and activities
- Identifying trends and improvement opportunities, highlighting proposed action plans to senior management
- Managing Programme and Portfolio wide initiatives relating to resource utilisation, change control, financials and portfolio development and maintenance

EDUCATION

UNIVERSITY OF CENTRAL FLORIDA

Bachelor's Degree in Follow Through

SKILLS

- Strong concepts of project management– ability to manage expectation around dates and timeline. Good understanding of SDLC and change control process
- Excellent time management skills, ability to juggle multiple competing priorities including the ability to prioritize work and meet deadlines
- Master Knowledge of Excel, Pivot Tables, Formula, Data Analysis and Reporting
- Ability to build strong relationships with business and technology partners
- High focus on details and data quality
- Solid Information Technology background - Knowledge of enterprise technologies and experience in working with multi-tiered systems
- Strong verbal and written communication skills, including pulling information into consumable executive presentation material
- Organized, with a strong attention to detail
- Excellent teamwork and ability to navigate the organization through positive relationships
- Be able to keep up and learn things quickly in a fast paced environment and effectively manage regular changing of priorities