

# Robert Smith

## PMO Project Manager

### CONTACT DETAILS

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### PERSONAL STATEMENT

Over 20 years of project management experience in technical delivery within the Information Technology field responsible for projects with scope and size up to \$10M that are critical to the achievement of company key strategic objectives. Her professional background includes: Certified in PMP Project Management Professional, PMI's Scheduling Professional PMI-SP, Scrum Alliance Scrum Master, and ITIL Information Technology Service Management.

### WORK EXPERIENCE

#### **PMO Project Manager**

**ABC Corporation - March 2006 - August 2020**

##### *Responsibilities:*

- Led implementation and delivery that established standards, technology usage and design to support business initiatives and processes.
- Led discussions with PMO, Demand Management (DMO) and Portfolio Managers on global governance, project prioritization, reporting on metrics, staffing and analytics.
- Led diverse project teams composed of technical and non-technical resources to deliver timely and effective solutions based on Project Management, SDLC and Agile and Iterative methodologies.
- Assisted with managing projects advocating established PMO practices.
- Reported PMO metrics (data, charts, and graphs) to management indicating progress and methodology compliance.
- Worked in parallel with UHC PMO to create, maintain and merge integrated Executive level reports, dashboards and project resource plans.
- Maintained and updated HPHC portal.

#### **PMO Project Manager**

**Delta Corporation - 2002 - 2006**

##### *Responsibilities:*

- Create weekly dashboard and performance metrics for team identify opportunities for improvements in reporting communications and drive adoption/.
- Based in Emeryville, CA, GDS supplies clinical analysis and laboratory testing tools to labs, hospitals, and blood banks worldwide.
- Advise PMO Director and lead initiatives on PMO Transformation.
- Lead cross functional project teams - Provide project coordination for a portfolio.
- Managed PMO RFP project for 3rd Party Project Audit Services Developed and managed Decision Logging process and procedures for multi-year, cross.
- Product Enhancement Project Managed all phases of a product enhancement project for Amex payment system (Globe) markets.
- Scope of project consisted of enhancement and modifications to the VisionPlus payment system of First Data Corporation to accommodate

### SKILLS

Project Management  
Methodology, System  
Development

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)