

**EXPERIENCE**

**SENIOR PMO COORDINATOR**

**Houston, TX**

03/2015 – present

- Assist technology leads and project managers in managing a large portfolio of programs and projects
- Manage release cycles, write project documentation and other project admin related tasks
- Continue to update and improve project methodologies
- Planning & Financial Management
- Self-initiate, work productively when unsupervised and multitask across multiple concurrent projects
- PMO Relationship Management
- Communications & Training

**IT PMO COORDINATOR**

**Detroit, MI**

06/2012 – 11/2014

- Perform resource management reporting of IT project portfolio
- Delivery of PMO training for PM onboarding process and provide support
- Facilitate with reporting project portfolio health and performance including adherence to process
- Initiate and support continual improvement projects for the IT PMO
- Maintain Project Portfolio dashboard, PMO reporting and performance monitoring
- Use project management tools to monitor schedule, resources and cost-budgeted and actuals
- Assist in the preparation project proposals, presentations, timelines, schedules and budgets

**PMO COORDINATOR**

**Houston, TX**

01/2010 – 03/2012

- Provides first line support for MS Project tool, including logging and maintaining issue/ incident tracking
- Update, maintain and generate project documentation including Delivery Management reporting to aid the smooth running of projects and programme
- Supports Month End financial reporting process by helping to resolve open questions and issues in MS Project Server with the Project Managers
- Provides coaching and assistance to Project Controllers and Team Members with tool, reporting and process questions.
- Help PM's maintain strategic alignment of projects by analyzing charters and reviewing with management decision makers
- Compiles meeting materials and facilitates monthly project portfolio status meeting
- Provides coaching and assistance to Portfolio Managers, Project Managers, Project Controllers with tool, reporting and process questions

**EDUCATION**

**UNIVERSITY OF MASSACHUSETTS AMHERST**

**Bachelor's Degree in Risk From Start Through**

**SKILLS**

- Strong knowledge of project management methodologies such as PRINCE2, MSP is essential for this role
- Strong Microsoft Office skills; able to manipulate data in spreadsheets
- Excellent attention to detail
- Able to work under pressure to meet deadlines. Good organisational, planning & time management skills
- Excellent customer service ethic and proven ability to manage internal and external stakeholders
- Highly organized and capable planner
- Ability to communicate professionally, clearly and effectively to target audiences
- Demonstrated willingness to be flexible and adaptable to changing priorities
- Excellent facilitation skills
- Actively promote and represent the core deliverables of the programme