

Jalen Stroman

536 Tiffany Vista, San Francisco, CA ♦ Phone: +1 (555) 478 9915

EXPERIENCE

SENIOR PROJECT MANAGER PMO

New York, NY

06/2015 – present

- May manage and or mentor employees within the function including goal-setting, performance planning, feedback, appraisals and development training
- A record of delivering projects to time, costs & quality
- Adding to the continuous improvement of internal project management practices
- Assist the Business Applications management team to balance tasks across resources, including the business and third parties to optimize efficiency
- Critical path and contingency planning & management
- Within the project environment, provide guidance, training, and support on and use of methodology principles, themes, and processes
- Manage project monthly Highlight reporting for the site and data input into Portfolio Management Tracker

PROJECT MANAGER, PMO

Boston, MA

04/2011 – 12/2014

- Create and manage cross-project schedules for Localization and quality assurance teams
- Developing project budgets, tracking actual costs, and formulating contingency plans to reduce the financial risks to ongoing efforts
- Assisting the resource management process for project
- Willingness to learn new systems and processes, with an eye on how to make things better
- Diplomatically enforce use of standard project management processes and tools
- Identify, track, manage, and resolve project issues
- Analyze challenges, problems and process breakdowns to ensure that lessons are learned and improvements are documented and communicated for future project implementation

PROJECT MANAGER PMO

Chicago, IL

08/2007 – 12/2010

- Support consolidation of project status information and progress reporting to CIO and Global IT Senior Management Team
- Maintain and further increase the quality of Global IT project templates & tools, including IT PMO intranet site
- Develop and update project plans by listing tasks, resources, and target dates
- Work with managers in Manufacturing, Business, IT Development, Quality Assurance, and other departments as necessary to establish and build timelines
- Carries out duties in compliance with established business policies
- Create and manage project plans from scratch in MS Project or other software tools
- Run weekly core team and other project meetings, prepare agendas and minutes, complete weekly project status reports, and run bi-weekly Steering Team meetings, and create PowerPoint presentations

EDUCATION

UNIVERSITY OF SOUTH FLORIDA

Bachelor's Degree in Engineering

SKILLS

- Create and manage cross-project schedules for Localization and quality assurance teams
- Act as a project leader and drive consistent, organized processes
- Collaborate with all teams to ensure that project goals, objectives, and deliverables are achieved at Blizzard quality standards
- Assess, monitor, document, and communicate on project scope, status, risks, and key learnings to project stakeholders
- Identify, track, manage, and resolve project issues
- Gather and document project related business, functional and creative information during the project lifecycle
- Maintain an in-depth understanding of the products and related localization and testing procedures
- Design and analyze project KPIs in line with PMO strategy in order to drive continuous improvement
- Follow change management processes to capture change requests, communicate impact, request stakeholder decisions, and execute changes if applicable
- 3-5 years of experience in software project management