

# Robert Smith

## PMO Consultant

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### SUMMARY

To utilize my business, systems, financial, consultant, and managerial skills in support of the business by providing opportunities in applying progressive technologies. Strategically plan and execute automated and process improvements to business initiatives. Apply strong project management, risk management, financial, application management, front-line business, and technical support within a trading, bank, or complex business environment.

### SKILLS

Microsoft Office, HP Quality Center, Clarity, Microsoft Project, Remedy, JIRA, Visio.

### WORK EXPERIENCE

#### PMO Consultant

ABC Corporation - July 2015 – December 2015

- Assisted with and supported the implementation of Project Management methodology and processes in the PMO.
- Maintained the project portfolio, verifying schedule, budget, and overall health and status of all active projects.
- Provided support and mentoring to managers, project managers, program managers, and CRMs on PMO methodology and processes.
- Audited and updated project executive status reports.
- Administered the PPM Tool, Project Web Application (PWA), and MS Project, supporting all IT users including PMs, management, and project team members.
- Provided extensive business and systems analysis support for the PPM Tool Selection project.
- Facilitated vendor selection and functionality on PPM solutions that align with organizations business and strategic vision.

#### PMO Consultant

Delta Corporation - 2013 – 2015

- Responsible for managing all communication systems on the Hardware and Software upgrade project with the Dept.
- of Rail Operations & Development/TCSU Project Supported Project Manager, Deputy Project Manager and Contract Administrator in a high matrix co.
- Developed project performance indicators to ensure accurate tracking of project.
- Trained and mentored team of seven associate project managers on Agile framework, requirements engineering, project documentation, change control.
- Implemented custom project governance, processes, tools, and templates used by new PMO after assessing company's needs; projects included website .
- Attended client meetings and assisted with determination of project requirements Built/maintained over 2500 lines of MS project plan for SAP ERP.
- Part of management team in analyzing the sale of Aurora Bank business and assets wind down.

### EDUCATION

Bachelor Of Arts In Psychology