

ROBERT SMITH

Assistant PMO Manager

info@qwikresume.com | <https://Qwikresume.com>

Management Information Systems executive with more than fifteen years of experience in the high technology arena across multiple industries (healthcare, Big 4 consulting, banking / finances, government, etc.) Successfully managed numerous strategic initiatives up to \$32 million and involving 40+ member teams. Direct management experience of 8 member team.

JANUARY 2014 - SEPTEMBER 2015

ASSISTANT PMO MANAGER - ABC CORPORATION

- Worked extensively with the senior and executive management teams and the technical staff to help facilitate the planning, coordination and management of IT projects including new technology implementation or refresh and technology research and evaluation.
- Responsible for the strategy, planning, engineering, support and financial management of the PMO.
- Mentored and developed the PMO staff providing them with leadership and advice through experience so that they have the ability to develop as PMs.
- Reviewed the SOWs and develop pricing for all engagements.
- Worked with the Executive team to develop corporate policies related to Project Management and Service Delivery to ensure that the delivery of every project follows a predefined set of processes so that all projects are delivered to the same standard and quality.
- Involved providing senior management with advice on both technical and none technical aspects of the PMO Service Delivery framework.
- Assisted with the technology budget process to include budget justification documentation and day-to-day review of program expenditures.

2011 - 2014

PMO MANAGER - DELTA CORPORATION

- Led IT PMO department and managed corporate \$300 million project portfolio and drove corporate Maturity Steering Committee to identify process gaps.
- Focal point of BRD, RFQ, pricing and SOW review and approval to shorten contract lead-time reduction by 40%.
- Coached program managers and business analysts to ensure that projects/programs were planned and executed according to PMO methodologies and .
- Authored PMO ISO documents and achieved ISO certification.
- Lead the design and start-up of the Piedmont Project Management Office.
- Conducted capability assessments to evaluate and develop a process maturity model focused on consistency in delivery, visibility to performance, and .