

# VERONA KUPHAL

2650 TARA PLAZA, NEW YORK, NY

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## PHONE

+1 (555) 733 1193

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## EXPERIENCE

### **SPORER, HOPPE AND JAKUBOWSKI**

10/2017 – present

Detroit, MI // *PMO*

- Previous experience serving in/or supporting a PMO
- Previous experience managing work of other resources
- Extensive knowledge of project management principles and practices, including application of project management tools, methodologies, and practices
- Experienced user and thorough working knowledge of Project Management software or similar tools to support project planning and presentation representations
- Proficient computer skills in Microsoft Word, Outlook, Excel, and PowerPoint
- Proven success in goal setting, driving and operationalization of program strategy, prioritization and time management
- Experience working with external partners

### **DAUGHERTY, BRAKUS AND SWIFT**

08/2013 – 08/2017

Detroit, MI // *PMO*

- Experience in Business, Administration, or a related field
- A Project Management Certification would be advantageous
- Assists the PMO Manager, Project Leaders, and organization staff in the best use of the Project Management Processes and tools
- Maintains and runs regular and ad-hoc reporting of resource utilization, project and portfolio (programme of Projects) status and KPIs
- Tracks projects in real-time to provide an accurate overview of their status
- Tracks and reports on resource utilization by Project
- Fosters communication between Project Leads and their Project Teams

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## EDUCATION

### **DREXEL UNIVERSITY**

*Bachelor's in Business*

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## SKILLS

- Evidence of excellent communications – oral and written at senior level- listens and communicates effectively
- Evidence of successful conflict resolution and negotiation
- Proven problem solving in complex technical environments
- Evidence of successful relationships with account and support teams
- Strong background in IT, mobile and/or fixed network technology (design, implementation and roll out of services)
- Track record of successful delivery of telecom/network projects
- Proven international experience delivering projects across various countries using multicultural teams