VS

VIRGILIO SATTERFIELD

60674 Paulene Lodge, Houston, TX
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EXPERIENCE

10/2019 – present
Houston, TX

TROMP-SCHMELER
PMO

- Drafting of the monthly Portfolio Board Pack
- Supporting the maintenance of the Capex budget forecast, following up with Project Managers variances in actuals vs forecasts
- Work with Business Management to ensure all Purchase Order's within the Portfolio are valid or closed if complete
- Management of Resource Board forum, collating requests, compiling deck, chairing meeting, minutes and follow up actions
- Managing the completion of Clarity timesheeting for all resources (approx
- Support the use of PowerBI tool for Portfolio reporting
- Experience in applying appropriate governance controls, following change frameworks and project reporting

08/2012 – 06/2019
Houston, TX

HUEL LLC
PMO

- Experience in large banking, financial services organisations or technology industries
- Experience in data, analytical and problem solving skills
- Some experience in financial forecasting and tracking
- Project management or PMO qualification
- Significant previous PMO experience in a portfolio, project or programme management environment
- Experience using Clarity preferred but not essential
- A clear understanding of project/programme organisational finance practices
- Deep knowledge of Excel and all Office applications
- Relevant background in SW companies
- Experience with working with customer

EDUCATION

OTIS COLLEGE OF ART AND DESIGN
Bachelor's in Business

SKILLS

- Formal Portfolio Management training
- Formal Project and Program Management training
- Have experience in business management and in business transformation
- Exceptional communication skills to influence key decision makers at all levels within the Organisation
- Great interpersonal skills- a Team player
- A strong leader with a skill for engaging their team in a common goal
- Understanding of financial regulatory environment
- Working knowledge of regulatory change
- Working knowledge of remediation initiatives
- Understanding Operations and associated IT systems