

PMO Analyst

ROBERT SMITH

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Objective

PMO Analyst with 5+ years in business and gaining invaluable client-facing experience, I've decided to change careers to web development. I find programming and problem-solving more fulfilling than anything I've done so far in my career. Over the last year, I have worked on learning new programming languages and algorithmic problem-solving.

Skills

Ruby, HTML 5, CSS3, SQL, Javascript.

Work Experience

PMO Analyst

ABC Corporation - March 2013 – February 2015

- Developed unique Project Methodology for Vistex.
- Created detailed instructions, summary whitepaper, template and accelerator documents needed to launch the Methodology across all regions.
- Provided a structure for managing projects and customer relations at Vistex.
- Presented final Methodology to business in the form of a PowerPoint presentation.
- Obtained buy-in from upper management as key milestones were completed.
- Coordinated 15+ ongoing projects for the European region, including the resources, budgets, documentation, quality reviews, and the CRM database.
- Led to marked improvements in resource tracking and QA process adherence.

PMO Analyst

Delta Corporation - 2010 – 2013

- Facilitated account level management of high priority TCS client/vendor generating \$106M annually.
- Responsible for revenue management, invoice monitoring, project resource management, contract management, business/account plans, process .
- Introduced Pre-checks and automated tasks reducing the billing cycle and achieving accuracy with 100% completion rate from the previous counts of 80% .
- Created Metrics reports on GAMMIS performance for company and client usage; and provided analysis of information for project direction Evaluated and .
- Implement and maintain governance standards across the portfolio, including tracking, monitoring and updating the status of project deliverables .
- Collaborated with workstream leads in tracking and reporting project deliverables Assisted program and project managers to create and communicate .
- Experience working in a global environment with a project team dispersed across multiple countries Strong familiarity with project management .

Education

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