

# Robert Smith

## PMO Consultant

### PERSONAL STATEMENT

PMO Consultant with several years of demonstrated experience in Retail, Financial Services, Transportation industries and more. Skilled in delivering process improvement, implementation solutions and technology advisory that extracts and maximizes business value. Efficient ability to plan, design, and implement solutions that deliver and analyze information for competitive advantage.

### WORK EXPERIENCE

#### **PMO Consultant**

**ABC Corporation - June 2012 - November 2013**

##### *Responsibilities:*

- Supported Project Manager, Deputy Project Manager and Contract Administrator in a high matrix co-located environment.
- Performed Contract Administration regarding Scheduling, Scope, Resources, and Budget Analysis.
- Managed communication controls and systems for recording, monitoring all project matters to Vendor and Executives of Train Control Software and Hardware Upgrade Project.
- Fully supported PMIS infrastructure including administration, organization of project documents.
- Analyzed and measured closure of project documents using MS Word, MS Project, MS Visio Controlled communications of critical documents for team review using SharePoint.
- Administered existing departmental and Project Office policies and procedures.
- Developed and analyzed project performance indicators for project management processes.

#### **PMO Consultant**

**Delta Corporation - 2011 - 2012**

##### *Responsibilities:*

- 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

### CONTACT DETAILS

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[www.qwikresume.com](http://www.qwikresume.com)

### SKILLS

Microsoft Suites, Visio, Aris, Blueworks Process Modeling Software.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)