

Clint Runolfsdottir

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EXPERIENCE

SVP-CONTINUITY OF BUSINESS PROGRAM OPERATIONS PMO PROGRAM MANAGER

Detroit, MI

01/2015 – present

- Develop and manage a communications program
- Develop and implement an Executive Dashboard to report on key programs to senior management
- Recommend and lead efforts to streamline the organization's processes and establish best practices
- Develop and maintain project plans and coordinate project activities - tracking accomplishments and results of assigned resources
- Provide thought leadership and lend insight to the strategic/operational initiatives
- Prepare senior management presentations and other communications
- Lead the PMO related work for assigned Projects (e.g. related to creating, deploying, and monitoring compliance with PMO Governance and Framework Standards/Procedures)

PMO PROGRAM MANAGER FOR CONTINUITY OF BUSINESS PROGRAM OPERATIONS

Los Angeles, CA

08/2010 – 11/2014

- Manage complex matrix teams
- Program and Project Management (all methodologies)
- Organize, Track, Coordinate, and Report against the activity progress of global team resources assigned to Projects
- Organize and lead meetings (plan, facilitate, document, follow up) to accomplish objectives
- Oversee and drive multiple programs and projects
- Identify risks and issues, and facilitate remediation
- Exceptional track record; direct execution and through others

PMO PROGRAM MANAGER

Phoenix, AZ

06/2006 – 07/2010

- Develops the program cost estimates, and performs monthly program cost accounting to manage expenditures with agreed spending plans
- Identify program risk, develop a risk management plan and actively manage risk throughout the program lifecycle
- Manage the project lifecycle in accordance to the JnJ Project Management Methodology
- Oversee the development of a new standardized project management methodology, toolset, and operational processes for the Customer Success Organization
- Work with the Supply Chain representative on a sample delivery plan for engineering and qualification samples
- Provide project methodology expertise and guidance to project teams, including business owners and other key stakeholders
- Drive an alignment process of product development targets with Engineering, R&D and BU

EDUCATION

ARIZONA STATE UNIVERSITY

Bachelor's Degree in Computer Science

SKILLS

- Excellent oral and written communication skills as well as excellent presentation skills, with ability to conduct presentations comfortably to large groups
- Proven ability to grasp new concepts and processes quickly
- Demonstrated ability to connect the dots and apply sound business and professional judgement
- Demonstrated capability for problem solving, decision making, sound judgment, assertiveness
- Demonstrated ability to influence senior-level management and key stakeholders and lead through influence
- Strong relationship building and interpersonal skills
- Comprehensive knowledge of PMI based project management competency areas and methodologies and experience applying these methods to manage successful projects
- Exceptional leadership skills, with the ability to develop and communicate the program objectives, inspire and motivate staff, and maintain alignment with the business strategy
- Proven ability and determination to manage multiple projects under tight deadlines
- Strong oral and written communication skills and experience, leveraging these skills to interact with all levels of management