

Maverick Hintz

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EXPERIENCE

SENIOR PMO ANALYST

Houston, TX

03/2016 – present

- Develop standards, processes and frameworks that support effective Vendor Management practices across various teams within the portfolio
- Proactively identify risks and issues on programs/projects – advising team on the development of risk management and issue management plans
- Work with IT Global Business Management Services (GBMS) and cross functional PMOs to define the approach to (for example)
- Manages customer change requests and expectations through a disciplined change management process
- Reports to the Assurance IT Service Delivery Program Management Office (PMO) Manager
- Identifying, defining, developing and implementing improvements to project/financial reporting and monitoring processes and procedures
- Performance and SLA Management

IT PMO ANALYST

Los Angeles, CA

01/2012 – 11/2015

- Provide technical assistance, education and guidance to project managers and resource managers on the Project and Portfolio Management (PPM) tool
- Perform other activities as directed by the IT PMO Analytics Manager
- Design and maintain Project Metrics to monitor and report performance and initiate improvements plans
- Manage projects with ACT and the PM Tool. Ensure that both are updated and highlight gaps when they occur. Create project engagement codes for all projects
- Identifying, developing and implementing improvements to PMO processes (RAID, Planning and Change Control) so that these remain fit-for-purpose
- Develop, design and establish reporting standards and templates for IT PMO
- Providing effective visibility and insight of material project risks, issues, assumptions and dependencies to the PMO Lead and Delivery Manager

PMO ANALYST

New York, NY

01/2005 – 10/2011

- Provide project planning, milestone management, scope management, resource forecasting; financial management; change management across the project portfolio
- Planning, Reporting, Document Management, Financial Management, Stakeholder Management, RAID management, Change Request Management
- Work with the PMO Manager to develop the frameworks and standards for Programme and Project Management
- Develop and maintain the TA PMO project management toolsets and assist users to overcome challenges within work requests or projects
- Ensure a consistent set of Portfolio Management standards are developed and applied to all workstreams of work
- Providing effective management support to project teams on small to medium sized projects, or assisting Project Managers on streams of other large projects
- Providing guidance and working with project and programme managers with outcome based performance reporting for programme boards

EDUCATION

THE OHIO STATE UNIVERSITY

Bachelor's Degree in Computer Science

SKILLS

- Highly organized and capable planner with excellent attention to detail
- Strong communicator; able to build strong relationships and convey complex issues concisely and accurately
- Good attention to detail and makes sure all outputs are of a sufficient quality
- Strong PMO skills, with suitable qualification with at least 2 years of experience in large scale IT projects (Finance / Banking IT desirable)
- Quick learner and good eye for details
- Excellent spoken and written communications skills with strong attention to detail
- Demonstrable experience of being able to work to very tight timelines on multiple detailed activities simultaneously
- Excellent oral and written communication skills as well as excellent presentation skills with ability to conduct presentations comfortably to large groups