

Robert Smith

PMO Project Manager

PERSONAL STATEMENT

Over 20 years of project management experience in technical delivery within the Information Technology field responsible for projects with scope and size up to \$10M that are critical to the achievement of company key strategic objectives. Her professional background includes: Certified in PMP Project Management Professional, PMI's Scheduling Professional PMI-SP, Scrum Alliance Scrum Master, and ITIL Information Technology Service Management.

WORK EXPERIENCE

PMO Project Manager

ABC Corporation - March 2006 - August 2020

Responsibilities:

- Led implementation and delivery that established standards, technology usage and design to support business initiatives and processes.
- Led discussions with PMO, Demand Management (DMO) and Portfolio Managers on global governance, project prioritization, reporting on metrics, staffing and analytics.
- Led diverse project teams composed of technical and non-technical resources to deliver timely and effective solutions based on Project Management, SDLC and Agile and Iterative methodologies.
- Assisted with managing projects advocating established PMO practices.
- Reported PMO metrics (data, charts, and graphs) to management indicating progress and methodology compliance.
- Worked in parallel with UHC PMO to create, maintain and merge integrated Executive level reports, dashboards and project resource plans.
- Maintained and updated HPHC portal.

PMO Project Manager

Delta Corporation - 2002 - 2006

Responsibilities:

- Create weekly dashboard and performance metrics for team Identify opportunities for improvements in reporting communications and drive adoption/.
- Based in Emeryville, CA, GDS supplies clinical analysis and laboratory testing tools to labs, hospitals, and blood banks worldwide.
- Advise PMO Director and lead initiatives on PMO Transformation.
- Lead cross functional project teams - Provide project coordination for a portfolio.
- Managed PMO RFP project for 3rd Party Project Audit Services Developed and managed Decision Logging process and procedures for multi-year, cross .
- Product Enhancement Project Managed all phases of a product enhancement project for Amex payment system (Globe) markets.
- Scope of project consisted of enhancement and modifications to the VisionPlus payment system of First Data Corporation to accommodate

CONTACT DETAILS

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SKILLS

Project Management
Methodology, System
Development

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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