

CHANGE MANAGEMENT RESUME

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Summary

Certified change management professional with 4+ years of experience researching process transformation opportunities, managing communications, and meeting project goals. Skilled at organizing change programs and plans. Effective leader with innate capability to mentor teams and design solutions against complex organizational impact challenges. Poised to analyze and transform JST Corp's company culture as your new Director of Transitions.

Professional Experience

Organizational Change Manager

Jan 2021–Present

CIGNA, Orlando, FL

- Lead employee adoption and usage of change initiatives, surpassing company objectives within time and budgetary constraints
- Review any variations to business processes, job roles, systems, and technologies, driving a 15%+ increase in monthly revenue
- Formulate change management strategies and ideas by coordinating with team of 10 members to achieve defined outcomes
- Provide impeccable support to 5 project teams to integrate change administration activities into project plans

Change Manager

Jun 2018–Dec 2020

QQA GROUP, LLC, Newport Beach, CA

- Complied with all established business transition protocols and standards while proficiently executing day-to-day activities
- Oversaw 10 business transition projects and used available resources to maximize benefits of organizational transformation
- Assisted 4 executive leaders in developing new transition programs after analyzing existing KPIs
- Supervised team of 5 to organize weekly meetings for change impact assessment and submit status reports to senior authorities for further review and analysis

Education

Bachelor of Science in Business Administration

May 2018

STANFORD UNIVERSITY, Stanford, CA

GPA: 3.7/4.0

Additional Skills

- Certified Change Management Professional, Association of Change Management Professionals (ACMP), March 2018–present
- Computer Skills: MS Office, Giva eChangeManager
- Fluent in English, German, and Spanish