

Objective

Self-directed, goal-oriented professional with an in-depth understanding of the project lifecycle and project management methodologies.

Skills

Salesforce Administrator, Microsoft Office, Microsoft Project, Project Management.

Work Experience

PMO Manager I

ABC Corporation - February 2005 - February 2015

- Developed and implemented the PMO for the Supply Chain Excellence Department.
- Developed and rolled out new policies based on Program Management methodologies.
- Trained, coached and mentored staff to ensure smooth adoption of new PMO program.
- Maintained PMO policies.
- Implemented corporate initiative projects of cross-functional teams without formal authority.
- Created project plans based on project schedules and scope, capturing key milestones and deliverables.
- Facilitated and documented weekly meetings.

PMO Manager

Delta Corporation - 2003 - 2005

- Responsible for the management of multiple simultaneous CMS project plans. Managed a team of 8 contractual resources and up to 20 full time employees.
- Manager of Program Management Office (2003 to 2008). Advanced to manage NAFTA region PMO and spearhead US portion of global enterprise distributed.
- Enabled Sandvik HR to become strategic talent recruiting, retention and advisory asset to global senior management by leading \$12.5 million US.
- Worked as a Sr.
- Manager for ACS Inc.
- helping manage resources and projects for one of their largest clients, McDonalds Corporation. Delivering all levels of IT Infrastructure Projects.
- This is Dummy Description data. Replace with job description relevant to your current role.

Education

Bachelor of Business Administration in Business Administration - (Walsh College - Troy, MI)