

# ROBERT SMITH

## Jr. PMO Manager

E-mail: info@qwikresume.com

Phone: (0123)-456-789

### SUMMARY

Results-driven certified Project Management Professional (PMP) with progressive leadership experience in Program and Project Management, PMO Management, IT Management, Account Management, Training and Communications, Change and Problem Management, and Customer Service. Well-qualified program/project manager who has demonstrated exceptional skill in resolving large and complex business challenges and attaining peak levels of performance.

### SKILLS

Program Manager, Project Manager, General Management, Portfolio Manager.

### WORK EXPERIENCE

#### Jr. PMO Manager

ABC Corporation - 2007 – 2009

- Created a new Project Management Office (PMO) Center of Excellence (COE).
- Developed policies, procedures and new governance model for the professional services delivery group.
- Managed a portfolio of 180 projects (average) in about 15+ Million dollars in delivered professional services.
- Ensured the streamlined operation of the Project Management Department in alignment with the business objectives of the organization for the implementation of enterprise public safety software systems.
- Identified yearly Project Management initiatives and worked to identify needed resources to meet the initiatives.
- Monitored these initiatives on an on-going basis to assess completion, effectiveness, and their success.
- Created the PMOs new project delivery methodology based on PMIs PMBOK guide.

#### PMO Manager

Delta Corporation - 2004 – 2008

- Created a Project Management Office (PMO) within the Research & Development department.
- Managed a team of Project Coordinators that supported commercialization projects as they proceeded through the stage gate process.
- Educated team and R&D project leads on foundation project management knowledge and promoted the use of best practices.
- Led and completed individual projects that supported companys strategic goals.
- Implemented and managed project management tool within department Manage both office and virtual project management team Responsibilities include .