





EDUCATION	JOB EXPERIENCE
<p>Bachelor's Degree in Electrical Engineering, 2012 Irvine Valley College, Irvine, CA</p>	<p>PMO Coordinator, 2016–Present Harris Computer Systems</p> <ul style="list-style-type: none"> • Maintained the PMO shared point and ensured that the latest client integration information and project information was always available. • Coordinated PMO events, activities, and meetings according to the needs of the PMO Chief and programmatic requirements. • Assisted project managers to maintain project-level logs for risks, assumptions, issues, dependencies, change control and lessons learned. • Provided support for migration to new status reporting platform Panorama. <p>PMO Coordinator, 2014–2016 Sierra Nevada Corporation</p> <ul style="list-style-type: none"> • Created program JIRAs and ensured smooth task delegation between the PMO and BA team based on JIRA tree and BOW • Collated information into the PMO systems and produced reports to meet governance requirements • Tracked against agreed baselines and monitored progress lines • Reviewed and coordinated project definition and management plans (PDMPs), including updates <p>PMO Coordinator, 2012–2014 Diebold Nixdorf</p> <ul style="list-style-type: none"> • Prepared agenda for PMO and weekly status and issues meeting, as well as bi-weekly seniors meeting • Facilitated management of risks, issues, and changes • Maintained PMO project plan in enterprise program management (EPM) • Provided ado presentation and status decks for off-sites and when requested to do so
INTERESTS	
<div>   </div> <div> <p>Sport</p> <p>Gym</p> </div> <div>   </div> <div> <p>Singing</p> <p>Traveling</p> </div>	