Tito Howell

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EXPERIENCE

IT PMO PROJECT MANAGER
Detroit, MI
11/2014 – present

- Management of project budget
- Assist in the review of project requests; related impact to other PMO managed activities; and clearly identifying potential risk
- Is an active member of the PMO, contributing to the creation, further development and adherence of a project methodology
- Participates in Hospital/Network Committees as assigned
- Assist in the development of best practices and tools for project execution and management
- Proactively manage changes in project scope, identify potential risks, and develop contingency plans
- Ensure a high level of quality service to the project stakeholders, IT management, and members of the PMO

PMO / PROJECT MANAGER
Boston, MA
02/2011 – 08/2014

- Maintain and manage program-wide documentation; project plans, BRDs, scorecards, risks and issues logs, dependency management
- Assist technology leads and project managers in managing a large portfolio of programs and projects
- Perform continuous improvements analysis
- Prepare materials for a weekly program management level meeting
- Manage release cycles, write project documentation and other project admin related tasks
- Project Management
- Program & project management

PMO PROJECT MANAGER
Los Angeles, CA
07/2006 – 10/2010

- Manage Weekly CTO level Accomplishment, Hot Topic and Red Milestone reporting for Compliance Technology portfolio
- Ad hoc budget assistance as necessary (during budget preparation). Coordination of status meetings, participation in all program meetings, liaise between cross organizational teams as the IT project manager, management of the IT aspects of the program, risks/issues
- Support executive bi-weekly / monthly reviews in which details on the book of work are provided to Director level personnel
- In depth knowledge of project management methodology
- Working knowledge of project tools is an advantage
- Demonstrated use of strong listening and communication techniques and presentation software
- Flexible to partner with colleagues and add value

EDUCATION

UNIVERSITY OF CALIFORNIA, SAN DIEGO
Bachelor's Degree in Business

SKILLS

- Strong written and oral communication skills and excellent knowledge of Programming and Database Design concepts
- Knowledgeable in call routing and case management processes as well as case logging systems and obligation systems
- Strong organizational, analytical, verbal & writing skills, to include solid experience in writing project documentation
- Computer proficiency with applicable software applications (for example Microsoft Office, CAD, Adobe Suite, programming)
- Proven ability to quickly earn trust of sponsors and key stakeholders
- Demonstrated ability to conduct qualitative and quantitative analysis
- High level of proficiency and experience with Microsoft Project and related tools
- Ability to read and understand financial metrics and identify remedies to financial issues
- Ability to direct the diagnosis of work flow problems, critical paths and institute remedies
- Advanced knowledge of telecommunications/wireless project management, asset management, small cell and fiber network maintenance and property management