

ROBERT SMITH

PMO Analyst

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Hardworking, organized, PMO Analyst professional with a proven background delivering sensible business technology solutions on time and under budget while working as a team member or team leader.

MAY 2015 - NOVEMBER 2015

PMO ANALYST - ABC CORPORATION

- Tracked project health in terms of project plan and milestones.
- Ensured effective quality control processes are in place to monitor deliverables.
- Responsible for identifying, analyzing, measuring and managing project risks.
- Kept accurate administrative records of expenditure, accounting, costing and billing.
- Assisted in integrated change control.
- Forecasted budget for the remaining project deliverables and change requests associated with the project.
- Worked across regions to combine region-specific processes into one single Global process.

2011 - 2015

PMO ANALYST - DELTA CORPORATION

- Beverage Manufacturer Built action items and associated deliverables into an existing workplan for tracking and status prioritized.
- United States Telecommunication Company Supported strategic effort led by 8 VP- and Director-level clients o Provided weekly action items updates to ,
- Responsible for project management throughout the project lifecycle, including project initiation, project delivery, business liaison stakeholder .
- Working closely with project managers to track the progress of the corresponding projects.
- Ensuring Project Plan and all necessary documents are as per standard templates and to update the same against corresponding projects.
- Publishing daily Dashboard for corresponding Stakeholders New Hire skill analysis and training.
- Project Deutsche Bank - GTB - Issuer and Investor Services Supported the team in implementing a consistent GTB best practice governance model and .

EDUCATION

MBA In Project Management