

AURELIO J. FRANKS

PMO PROJECT MANAGER

AF

JOB DUTIES

PMO Project Manager, 2016–Present Horizontal Integration

- Developed and maintained project cost estimates, budgets, and financial forecasts.
- Proactively collaborated across projects with CPMD project managers to identify project risks, issues, and efficiencies.
- Identified and acquired project resources.
- Drove projects through project governance methodology and ensured compliance to stage gates.

PMO Project Manager, 2014–2016 Cherwell Software

- Created project artifacts, such as project plans, metrics, team and stakeholder communications, resource requirements and schedules.
- Captured lessons learned and communicated to the PMO and EPMD for sharing with other projects.
- Planned, organized, executed and followed-up projects according to renowned best practices and PMO tools.
- Supported the implementation of the company and department project management methodology and governance tools.

PMO Project Manager, 2012–2014 Sunrise Systems Inc

- Effectively measured project scope, scope creep, issues and risks.
- Proposed governance structures and processes to drive and manage the project.
- Identified appropriate resources needed and developed the project plan and schedule to ensure timely completion of the project.
- Ensured that deliverables met the agreed-upon requirements and were completed.