

Experience

Pmo Lead – Hand LLC, *Boston, MA*

09/2020 – Present

- Strong IT skills including Office 365, Excel and PowerPoint
- Skills within data visualisation and business analyst tools such as Power BI, Tableau, Qlikview is desirable
- Attained professional certification or chartered status
- Strong stakeholder management skills, working with Client's teams and appointed professional teams in different markets
- Ensure implementation and adherence to Client's standard project controls processes and governance across the programme
- Robust coordination with Client, Vendors, and global stakeholders to deliver programme objectives
- Review standard processes, identify gaps and opportunities for improvement and recommend implementation
- Lead programme level reporting based on inputs and review of project level reporting

Pmo Lead – Roberts-Hermiston, *Boston, MA*

09/2016 – 08/2020

- Coordinate Knowledge sharing and cascade best practice across programme
- Coordinate design team inputs to support analysis of optimal building design and configuration
- Excellent knowledge of program management and associated methodologies, framework, processes and techniques
- Strong communication, negotiation and people management skills
- Strong project financial skills
- Previous managerial experience - Big advantage
- Previous hands-on experience in Agile software development - Big advantage
- Familiarity with databases and SQL – Advantage
- Opportunity to work in a fast paced, exciting and dynamic environment
- Working on high visibility "state of the art" systems

Education

Kent State University – Bachelor's in Business

Skills

- Strong interpersonal and verbal communication skills with written presentation and report writing skills
- Strong organisational, leadership skills
- A positive and proactive attitude combined with excellent interpersonal and motivational skills
- Shows care and concern about team members, regardless of background, and creates an inclusive team environment for team members with different cultural backgrounds
- Demonstrates tact and diplomacy when confronted with politically contentious situations, stays calm under pressure and has great conflict resolution skills
- Consistently drives results despite demanding deadlines, and proactively seeks to go above and beyond, taking on additional responsibility and leadership roles where appropriate
- Leads a stellar team – knows how to play to people's strengths