

# EDMOND SMITHAM

3965 ABBOTT LOCKS, PHOENIX, AZ

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## PHONE

+1 (555) 121 1047

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## EXPERIENCE

### FERRY-MARVIN

12/2017 – present

Philadelphia, PA // *Manager, PMO*

- Proven record of program/project & stakeholder management experience
- A qualification in project, lean management and data science tools
- Familiarity with field operations and supply chain management concepts - forecasting, planning, optimization, logistics - gained through work experience or graduate level education
- Speaking another European language fluently
- Self-starter who can work with limited supervision, organized and extremely structured, with a innovative attitude
- NPI/NPD experience with familiarity with product development within medical device is strongly

### MANN-PROHASKA

03/2015 – 09/2017

Philadelphia, PA // *Manager, PMO*

- Experience in delivering a variety of projects types
- Expertise in PMO tools including JIRA admin/configuration and best practices
- Experience in and comfortable with delivering projects using both Agile and Waterfall methodologies
- Vendor relationship management, negotiation and integration with third party vendor platforms experience
- Strong skills working with MS Project, MS Excel, MS Word, MS Power Point, MS SQL & SharePoint
- Prior experience working with Compliance and regulatory requirements

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## EDUCATION

### FASHION INSTITUTE OF TECHNOLOGY

*Bachelor's in Business*

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## SKILLS

- Able to document complex requirements in a uniform and logical format that is easily understood by both business and technical groups
- Prior experience in driving project performance as part of a Project Management Office
- Agile, Scrum or SAFe experience
- Strong collaboration skills, with an aptitude to drive performance while managing complexity and ambiguity
- High level of organization and prioritization/Time management
- Good attitude at negotiation
- Great leadership skills, transversal team management