

GABRIELLE HUELS

812 Kuhn Route, Houston, TX • +1 (555) 478 4174

WORK EXPERIENCE

SENIOR PMO CONSULTANT

07/2017 - PRESENT

San Francisco, CA

- Extensive PPRT or GPP and PCM knowledge
- Strong Microsoft Excel and PowerPoint skills; MS Project skills desired
- Coordinating teams within a program for status reporting, meetings, and program schedules
- Managing calendars for large programs, administering program tools like Rally and SharePoint
- Assist with onboarding activities
- Creating executive presentations in PowerPoint
- Facilitate meetings when needed
- Agile Coach with 5+ years of experience as a coach
- Highly proficient in Microsoft Word, Power Point & Excel

PMO CONSULTANT

07/2012 - 06/2017

Dallas, TX

- Keen understanding of process and process improvement
- ~ 4 Years Strong Microsoft Excel (Reporting/Analysis)
- Turn data into useful information (Reporting/Analysis)
- Prior PMO or Project Management experience, working knowledge of Project Management methodologies (i.e. Six Sigma etc.)
- Facilitate meetings, capture key outcomes / actions and own process documentation
- Exceptional analytical skills with ability to comprehend, document, evaluate and improve complex project management processes
- Relationship Management - Ability to build relationships and interact with Technology, Change Management and Business Partners
- Effectively deals with ambiguity and adapts to changing circumstances

PMO CONSULTANT RETAIL BANKING

03/2007 - 02/2012

Detroit, MI

- Excellent proficiency with Microsoft Office products (Word, PowerPoint, Excel-experience with Pivot tables and V Look Ups etc.)
- Strong knowledge of PMI project management frameworks and Agile principles to establish and maintain the Farmers framework and methodology for portfolio management within the organization
- Knowledge of resource management, value & financial management in addition to benefits realization for expanding our project portfolio capabilities across the organization
- Experience to support and assist with project and release portfolio governance incorporating Agile principles
- Strong analytical and critical thinking to provide recommendations and solutions for process improvements
- Experience analyzing and facilitating creation and publication of Executive Monthly Scorecards, Status Reports, Dashboards for an executive view (including financials)
- Support the Farmers Agile / SAFe transformation by establishing Agile Central standards and procedures and maintaining through administration governance

EDUCATION

UNIVERSITY OF NEW MEXICO VALENCIA CAMPUS

2003 - 2007

Bachelor's Degree in Engineering

PROFESSIONAL SKILLS

- Excellent analytics, organizing and problem-solving skills,
- Experience, preferably including experience in the electricity sector; experience in management consulting is favored
- Strong negotiation, problem-solving and analytical skills
- Strong relationship, verbal and written communication and influencing skills
- Commercial awareness with strong problem-solving and analytical skills
- Significant experience as a PMO demonstrating core skills required for PMO
- Strong analytical, problem-solving and organizational skills, understands what it takes to deliver tasks under tight timeframes