

# PROGRAM MANAGER RESUME

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## SUMMARY

Program Manager with 10+ years of experience in directing large-scale programs, overseeing million-dollar budgets, and creating value-added campaigns to help organizations achieve dynamic goals. Hands-on in optimizing resources and workflows, planning events, milestones, and creating well-sequenced processes to ensure effective program execution.

## PROFESSIONAL EXPERIENCE

- Program Manager** Sep 2019 – Present  
Beyond Shelter - Minneapolis, MN
- Oversee a team of 10 direct and 70 indirect staff to manage a large-scale community development program consisting of 200 community events with a \$4 million program budget
  - Devise program goals and continually assess and align those goals to complete successful program events and objectives
  - Manage the professional development and training of staff, including internal program and staff evaluations, to drive productivity and effectiveness
  - Successfully organize workshops and training events for 2,000+ participants
- Program Manager** Jun 2013 – Aug 2019  
United Health Group, - Plymouth, MN
- Managed scheduling, budgeting, and performance of a diverse range of continuous improvement projects with a high degree of business risk
  - Oversaw a team of 15 project managers with a program budget of \$12 million
  - Worked closely with executive leadership to strategize innovative business processes and technology initiatives, resulting in a 47% improvement in operational efficiency
  - Developed effective plans for managing and retaining talent inside the organization and for improving leadership strength

## EDUCATION

- Bachelor of Science in Business Administration** May 2013
- Honors: *cum laude*  
University of Minneapolis - Minneapolis, MN

## ADDITIONAL SKILLS

- Community outreach
- Stakeholder engagement
- Budget management
- Scheduling and forecasting
- Resource planning
- Event management
- SAP, Lotus Notes, Minitab, MS Project