

# ROBERT SMITH

PMO Director

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Self-motivated leader with a reputation for getting the job done with integrity while producing a quality product. Highly adaptable and creative individual who thrives in challenging environments characterized by complexity, ambiguity and rapid change. Proven track record of producing results across Insurance, Manufacturing, and Construction industries using both Agile framework as well as traditional project management methodology.

## EXPERIENCE

### PMO Director

#### **ABC Corporation - NOVEMBER 2013 - JULY 2015**

- Established the Pearl Insurance Project Management Office (PMO).
- Hired, trained and managed a team of 4 project managers that supported all initiatives in the project management portfolio.
- Established the company's project management framework, processes, standards and training to enable strong project portfolio performance.
- Developed process for consolidated status reporting on the project portfolio.
- Provided weekly status reporting to the executive team and mid-level managers.
- Prepared for and leading monthly meetings with the executive leadership on project portfolio performance.
- Developed and maintained processes to ensure project management documentation, reports and plans were centralized through creation of PMO SharePoint site.

### PMO Director

#### **Delta Corporation - 2012 - 2013**

- Setup and managed the program wide Project Management Office for the implementation of the Medicaid system for the state of New York, supporting team.
- Created PMO team structure and managed all major functions for Reporting, People Management, Project Management reporting, Finance Reporting, Team .
- Edina, MN July 2007 - November 2007 Analyzed needs and developed fully operational and appropriate level program management office to support Regis .
- Trained in new PMO Director.
- Led design, launch and operation of centralized, full-scale Project Management Office (PMO).
- Responsible for managing the development and implementation of PMO strategy, establishing the PMO function as a center of