

Irina Popov

Principal Program Manager

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Columbus, IN

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WORK EXPERIENCE

Principal Program Manager - Cummins Inc.

2020 - current

Columbus, IN

- Utilized RiskWatch to identify six critical program risks, **preventing \$150,789 in potential losses**.
- Standardized reporting processes with Smartsheet, shaving 19 hours off monthly administrative tasks
- Organized stakeholder meetings through Microsoft Teams, garnering 9.2/10 rating for communication effectiveness
- Applied a SharePoint-based documentation system that improved accessibility and reduced project retrieval time by 48 hours per month

Lead Program Manager - Alcoa Corporation

2017 - 2020

Lafayette, IN

- Delivered training sessions using Atlassian Confluence, boosting project output by \$250,032 per year
- Examined market trends with Power BI, **informing decisions that led to a \$1.2 million boost in sales**
- Managed budgeting processes using Harvest, saving \$85,328 by optimizing resource allocation
- Developed a centralized SharePoint dashboard that eased communication across 11 departments, enhancing collaboration and reducing meeting times by 14 hours per month

Project Manager - Hewlett Packard Enterprise

2014 - 2017

West Lafayette, IN

- Structured resource management sessions using Smartsheet, optimizing workforce allocation and saving 12 hours per week
- Analyzed project data in Tableau, identifying trends that informed strategic decisions that generated an additional \$500,023 in revenue
- Established project timelines in Microsoft Project, ensuring that 57% of projects were delivered on time and within budget
- Streamlined project flow by utilizing Jira to track and **resolve issues within 48 hours**, improving team productivity by 30%.

EDUCATION

Purdue University - Bachelor of Science, Business Management

2010 - 2014

West Lafayette, IN

SKILLS

Microsoft Project; Atlassian Confluence; Jira; Tableau; Harvest; RiskWatch; Smartsheet; Microsoft Teams ; SharePoint; Power BI