

Consolata Njeri

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Strategic Project and Product Management Professional with 13+ Years of Exceptional Achievement |
Specialized in Orchestrating Project Lifecycles for Optimal Outcomes

Summary

Innovative and meticulous leader with an impressive track record of over a decade, overseeing end-to-end project execution. A discerning problem solver adept at navigating trade-offs, ensuring on-time delivery within budget, and surpassing objectives. Skilled at translating client visions into actionable plans, respecting and embracing diverse cultural values. Seeking to steer transformative projects, leveraging proven expertise in project management and a commitment to excellence.

Professional Experience

Microsoft | Redmond, WA

Project Manager | November 2021 to current

- Pioneered the development of impactful key performance indicators (KPIs), resulting in a remarkable 25% enhancement in product development efficiency.
- Leveraged Azure DevOps to meticulously strategize, monitor, and synchronize work items among team members, fostering seamless project coordination.
- Spearheaded the creation of a product's value proposition, collaborating closely with product development and planning, pricing strategies, positioning, and the overarching business and revenue strategy for multiple products.
- Proactively communicated project status, challenges, and scope expansions to clients and internal stakeholders, ensuring timely and on-budget project delivery, garnering commendations.
- Guided projects from inception to execution, proactively identifying dependencies and streamlining processes, leading to a 20% operational improvement.

Boeing | Mukilteo, Washington

Project Coordinator II | June 2019 to October 2021

- Elevated productivity through innovative report drafting and streamlined workflows, harnessing Microsoft Power BI for seamless data visualization.
- Crafted and refined marketing communication content, encompassing catalogs, emails, collateral, and website materials, aligning with three branches to advance Boeing initiatives.
- Orchestrated high-profile Boeing events, such as the 777X inaugural flight, driving \$20,000 in revenue and attracting 400+ attendees, including coverage by 3 news channels.
- Optimized the brand manager's schedule, enhancing executive communication and coordination via Google Outlook.
- In charge of crafting the value proposition for Boeing product, in collaboration with product development, pricing, positioning, and business strategy.

1ST Security Bank | Mountlake Terrace, WA

Loan Operations Specialist | October 2017 to June 2019

- Ensured precision by meticulously reviewing and preparing 100+ client reports monthly, augmenting performance analysis of leveraged loan accounts by 15%.
- Collaborate closely with internal teams to optimize loan operations and ensure smooth and efficient lending procedures.
- Championed data structure and standardized reporting, boosting efficiency of finance systems by 50%.
- Drove process enhancements through workflow automation and streamlined program delivery, contributing to streamlined reporting metrics.
- Maintained meticulous data entry and processing for principal and interest payments, reducing potential errors by 33%.

Nordstrom | Lynnwood, WA
Assistant Manager | June 2014 to October 2017

- Expertly managed project timelines by optimizing delegation and execution strategies, ensuring punctual project completion.
- Nurtured a collaborative 'One Team' ethos, motivating and directing 8 teams, yielding a 95% pass rate for the product knowledge exam.
- Supervised product merchandising strategies and inventory management to optimize sales and customer satisfaction.
- Led audits and devised risk mitigation plans, reducing inventory loss by 20% through accurate cash sales verification.
- Established DEI analytics, pinpointing opportunities and proposing affirmative action strategies.

Volunteer Experience

UW Northwest Hospital | Seattle, WA
Volunteer | April 2014 to May 2017

Core Competencies

Project Management, Product Development, Strategic Communication, Product Marketing, Analytical Insights, Process Optimization, Budgeting, Revenue / Expense Projections, Cross-Functional Collaboration, Organizational Excellence, Content Strategy, Dynamic Presentations, Business planning

Technical Skills

Microsoft Office Suite, Power BI, Smartsheet, Azure DevOps, JavaScript, HTML, CSS, Agile, Tableau, Adobe Creative, Adobe Acrobat, QuickBooks, JIRA, Salesforce, E-commerce Platforms

Education/Certifications/Awards

Bachelor of Law Economics & Public Policy, University of Washington

Certificate in Full Stack Web Developer, University of Washington

Dean's List of High Achievers, University of Washington

Project Completed

Project Highlight: Developed a user-friendly work-day scheduler application using HTML, CSS, and jQuery, enabling hourly event planning and management.

Access it here: [<https://conso97.github.io/work-day-scheduler/>]