

Email

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Phone

(604) 760-1204

**Skills**

JIRA - expert in JIRA SQL and customizing filters, Dashboards

DOMO - proficient in DOMO SQL and generating reports and Dashboards

SAP - adept in running Business Warehouse Financial Reports

Excel - expert in Vlookups, Pivot Tables, Pivot Reporting and VBA

Alison Cabrera

Experience

▪ Senior Project Manager

Broadband Networks, Telus *Burnaby, BC*

July 2018 - Present

Leadership & Team Management

- Proven track record in leading all projects towards successful completion with effective team collaboration and excellent rapport.
- Support and liaise with others to achieve compliance and fulfill organizational goals.
- Play a primary active role in program changes or enhancements.
- Facilitate DRC for any builds requiring Director Level capital approval and guidance.

Scheduling

- Drive schedule adherence and predictability with my strategic method of E2E management.
- Prioritize and ensure timeliness of costing, delivery and customer service through meetings with key stakeholders.
- Deliver seamless EQ/RF/Actual Prem reporting and forecast variance with DOMO in real time.

Quality Management

- Maintain quality assurance through project audit by overseeing all JIRA workflows.
- Verify data is copacetic to mitigate risk management.

Cost Savings & Effectiveness

- Compile a Unit Costing Report across all regions to identify and focus in areas of higher spend.
- Coordinate all tracking and reporting for NGOP Stop Copper initiative.
- PM lead in reducing build networks from 7 to 3, saving on overhead costs of ~\$500 per network.

Quality of Customer Experience

- Monitor processes, identify improvement areas and implement measures to maximize customer satisfaction.

Innovation

- Execute new plan to eliminate mundane tasks and increase speed and efficiency with AutoBots for JIRA Workflow.
- Visualize opportunities to simplify and effectively reduce touchpoints and timelines for new EF&I Model.

▪ Project Manager II

Broadband Networks, Telus *Burnaby*

July 2015 - June 2018

Leadership

- Influenced and trained team members to adapt to JIRA.
- Lead PM in resolving issues, improving processes and removing roadblocks.

Scheduling

- Maintained and resolved issues and variances.
- Developed action plans to manage changes or issues on projects to stay on target.

Capital Management

- Supported metrics in consolidation and reporting in PMO.
- Compiled quarterly batch costing reports for capital requests, and assisted in planning and managing associated capital and operating budgets.

▪ **Project Manager I**

Broadband Networks, Telus *Surrey*

April 2014 - June 2015

Scheduling

- Collaborated with planning, engineering, build, and operations primes to prioritize and schedule project deliverables, and helped balance resource allocation.

Quality Management

- Performed monthly metric reporting and communication on project status, budget, and quality.
- Managed Master Schedule and removed roadblocks to ensure build statuses were updated.

▪ **Contract Clerk**

Richmond Society for Community Living *Richmond*

September 2011 - March 2014

Financial Management

- Forecasted and managed Government Grant of ~\$5 million every year.
- Monitored expenditures, reported anomalies and discrepancies, and verified accuracy and appropriate authorization of invoices received.
- Reconciled invoices with established policies and procedures.

Contract Management

- Prepared and modified contract documentation in accordance with policies and procedures, ensuring accuracy and completeness of contract documentation.

Education

▪ **Bachelor of Business Administration, with Distinction**

British Columbia Institute of Technology *Burnaby*

2012

▪ **Diploma of Technology in Financial Management, Professional Accounting**

British Columbia Institute of Technology *Burnaby*

2008

Achievements

2018 NGM Recognition for Achieving 2017 Residential Prem Target

2017 NGM Recognition for JIRA Integration