



ABBA HAMMOND PMP, CSM®

Strategic Seasoned Sr.HR & Project Manager, Scrum Master and Communications Expert Orchestrating Agile Transformation through the Scrum Methodology.

Dear Hiring Manager:

I am writing to express my interest in your company. With over 15 years of experience in human resources, project management, and communications, coupled with a proven track record of implementing Agile methodologies and driving organizational change, I am confident in my ability to contribute effectively to your team.

In my previous role as a Senior Project Manager, I led numerous large-scale projects from initiation to completion, ensuring all deliverables were met on time and within budget. My expertise in Agile methodologies, including Scrum and Kanban, allowed me to drive project adaptability and responsiveness, enhancing the quality of service provided. I successfully managed budgets ranging from \$5M to \$20M, optimizing resource allocation to maximize efficiency and minimize costs.

A key part of my role involved designing and executing strategies to facilitate employee adoption of process and policy changes. Utilizing change management principles, I provided ongoing support and coaching to employees, ensuring compliance with established service standards, and fostering a culture of continuous improvement. My ability to communicate effectively with stakeholders at all levels was instrumental in aligning project goals and achieving desired outcomes.

My background in human resources practices, collective agreements, employment legislation, and policy administration has equipped me with a comprehensive understanding of the complexities involved in HR management. I am adept at conducting business analysis, including gap fit analysis and impact analysis, to document business and system requirements that drive project success. Additionally, my knowledge of SAP FICO and ServiceNow systems has enabled me to derive data logic and provide integration support for other SAP modules. Experienced in utilizing PeopleSoft for workforce planning, talent acquisition, and performance management to optimize HR processes.

Leadership and team management are core strengths that I bring to the table. I have successfully led cross-functional teams, fostering a collaborative and inclusive environment. My strategic communication skills ensure that I can effectively interact with teams, stakeholders, and clients, delivering executive-level presentations and reports. I am also skilled in proactive problem-solving, identifying issues early, proposing solutions, and making decisions to keep projects on track.

I hold a post-secondary education in Human Resource Management, Project Management, Business Administration & Operations as well as Software Engineering Specializing in Artificial intelligence, along with a CSM and PMP designation. My passion for staff development and my ability to motivate and supervise employees have consistently resulted in high standards of work quality and organizational performance.

I am excited about the opportunity to bring my expertise to your company and contribute to the continued success and operational excellence of your organization. I look forward to the possibility of discussing how my background, skills, and certifications align with your needs.

Thank you for considering my application, I can make myself available at your earliest convenience for an interview.

Sincerely,

Abba Hammond



ABBA HAMMOND PMP, CSM®

Director of Human Resources and Project Management, Scrum Master and Communications Expert Orchestrating Agile Transformation through the Scrum Methodology.

Abba Hammond

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Career Summary

A strategic and accomplished Human Resources and Project Management professional with over 10 years of experience driving operational excellence and spearheading transformative initiatives within complex organizations. Proven expertise in leading cross-functional teams, implementing process improvements, and leveraging change management principles to modernize the workplace experience. Adept at conducting comprehensive research, analyzing data, and leveraging industry best practices to streamline policies and procedures. Exceptional communicator and negotiator, skilled in building collaborative relationships across all levels to achieve shared objectives.

Work Experience

April 2022 – Current, **Principal Consultant – Founder**, EQUIRIUM INC.

- Manage a consulting firm of professionals, overseeing daily operations, client engagement, and team performance. Driving business development, client acquisition and securing new contracts.
- Led HR and Project Management consultations for over 100 businesses and individuals, driving operational improvements that resulted in a 30% average increase in workforce productivity.
- Guided strategic program management for client projects consistently delivering projects on time and within budget.
- Developed and implemented HR policies in line with employment laws, improving workplace compliance and reducing legal risks by 25%.
- Spearheaded Agile transformation initiatives across multiple industries, improving project delivery times by 40% and enhancing cross-functional team collaboration.
- Mentored and trained over 80 HR and Project Management professionals, enhancing leadership capabilities and improving project outcomes.
- Successfully aligned HR strategies with business goals, boosting employee engagement scores by 35% and retention rates by 25% across various organizations.
- Conducted labor law compliance audits, identifying and rectifying potential issues, leading to a 20% reduction in employee grievances and disputes.
- Created and optimized professional resumes and LinkedIn profiles for more than 80 individuals, boosting job search success.
- Facilitated career development workshops, coaching individuals in job market readiness and digital networking, resulting in a 28% improvement in employment opportunities.

Sept 2021 – Sept 2023, **SR. Project Manager GsCAAS – PMO**, ZONES LLC

- Orchestrated multi-million-dollar projects from inception to completion, consistently surpassing stakeholder expectations by delivering results ahead of schedule and under budget.
- Implemented Agile and Waterfall methodologies, ensuring seamless execution and optimal resource allocation, resulting in successful project outcomes.
- Decreased project delays by 20% through a proactive project management approach that identified and mitigated potential roadblocks, fostering a more efficient project delivery process.
- Fostered a collaborative environment by spearheading cross-functional teams, encouraging creative problem-solving and innovation, leading to a 15% increase in project efficiency.
- Optimized project planning and coordination by developing and maintaining various project documents, including Business Case, RAID log, and Integrated Project Plan, ensuring project alignment and clarity of objectives.



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June 2017 – April 2021, **Director of Human Resource and Program Management**, ALPHA PACK FINANCIAL

- Fostered a leadership culture centered on mentorship and professional growth, resulting in a 25% reduction in team turnover and a 30% increase in employee engagement.
- Implemented rigorous quality control measures, ensuring precision at every stage of project execution and leading to a 98% decrease in defects across all deliverables.
- Saved over \$100,000 per year by reorganizing the structure to eliminate unnecessary costly positions and project expenses, contributing to overall cost efficiency.
- Optimized resource allocation through strong numeracy skills and in-depth knowledge of computer systems, resulting in a 10% reduction in operational costs.
- Achieved significant cost savings of over \$2 million through high-stakes negotiations with vendors, strategically revising contracts and establishing beneficial partnerships.
- Promoted best practices in I&IT project management and adherence to standard methodologies, enhancing project efficiency and effectiveness.
- Developed and maintained PeopleSoft queries and reports to support HR analytics and decision-making.
- Ensured deliverables met government and ministry standards by directing project teams and coordinating project processes, developing and communicating guidelines and procedures for compliance and quality assurance.

Feb 2016 - June 2017 **Lead Project Coordinator**, MWR LIFE

- Orchestrated seamless movement of goods by skillfully coordinating with suppliers, warehouses, and transportation partners, demonstrating a proactive approach to logistics management.
- Ensured timely and accurate delivery of goods by proficiently managing end-to-end distribution processes, streamlining logistics, and reducing costs, contributing to enhanced supply chain performance.
- Increased team productivity by 20% by introducing best practices, tools, and methodologies, elevating project management standards and ensuring consistency across projects.
- Actively participated in steering committee and stakeholder forums, contributing to strategic decision-making and fostering collaboration among key stakeholders.
- Managed HR functions within PeopleSoft, including employee records, benefits administration, and payroll processing.
- Provided comprehensive project, program, and portfolio reporting to multi-stakeholders at senior executive levels, ensuring transparency and alignment with organizational objectives.
- Facilitated change management throughout all project stages, promoting adaptability and resilience within project teams and driving successful project outcomes.

Prior Work Experience

- HR Manager & Product Manager – Fyffe Films (Dec 2012 – Jan 2016)
- Executive Assistant - Grasshopper Energy Corp (Dec 2013 – May 2014)
- HR Manager - Canadian Property Star (Jan 2013 – Dec 2013)

Education

Bachelor of Human Resources Management, York University, Toronto

Post Graduate Degree in Project Management, Business Administration and Operations, Fanshawe College, London,

Post Graduate Diploma Computer Software Engineering Specializing in Artificial Intelligence Centennial College, Toronto

Professional Certifications

Certified Scrum Master, CSM, Scrum Alliance

Project Management Professional, PMP, PMI

Core Competencies and Skills

- **Project Management:** Demonstrated ability to lead large-scale, complex projects from initiation to completion, ensuring on-time and within-budget deliverables. Expertise in designing, developing, and implementing detailed plans and recommending programs, policies, and procedures regarding project/program-specific requirements.
- **Resource Management:** Skilled in optimizing resource allocation to maximize project efficiency and minimize costs, with a proven track record of managing budgets ranging from \$5M to \$20M.
- **Stakeholder Management:** Proficient in fostering collaboration and communication across cross-functional teams and stakeholders to ensure project alignment and success. Demonstrated ability to communicate effectively with stakeholders and lead projects through to completion.
- **Risk Management:** Proactively identifies and mitigates project risks, employing advanced risk assessment methodologies and developing contingency plans to maintain project momentum.
- **Change Management:** Design and execute strategies to facilitate employee adoption of process and policy changes, using change management principles. Provide ongoing support and coaching to employees within the division to ensure compliance with established service standards and accepted practices.
- **HR Practices and Compliance:** Comprehensive understanding of relevant human resources practices, collective agreements, employment legislation, and policy administration and governance. Ensure compliance with all provisions of applicable collective agreements, legislation, and divisional regulations.
- **Leadership and Team Management:** Proficient in cross-functional team leadership, talent recruitment, development, performance management, and mentoring, fostering a collaborative and inclusive environment. Monitor performance and provide growth and development opportunities for staff.
- **Strategic Communication:** Excellent verbal and written communication skills for interacting with teams, stakeholders, and clients, including executive-level presentation and reporting. Keep manager and team abreast of updates, identifying trends, and educating on lessons learned regularly.
- **Proactive Problem-Solving:** Adept at identifying issues, proposing solutions, and making decisions to keep projects on track, with the ability to detect issues early and identify root causes.
- **Language:** English is my native language I speak it fluently. Academically trained in French written and verbal, Spanish and Twi.
- **Valid Ontario 'G' Driver's License**