# AMELIA STEENMEYER

425-269-6169

Iwillrespond@live.com

https://www.linkedin.com/in/amelia-steenmeyer-985aa763

**Career Summary**

Dynamic, detail-oriented, Professional with demonstrated experience developing and deploying complex processes, tools, and technical solutions for industry leaders. Proud to create solutions still in use at companies such as Boeing, AtoS, and ICG (Seattle). As a well rounded Consultant I have experience directing risk management initiatives while establishing, implementing and enhancing key information security objectives and control frameworks to maximize productivity. Proficient in determining system requirements and resolving both processes AND technical issues quickly. Skilled in providing effective leadership in fast-paced, deadline-driven environments. Outstanding presentation and communication skills, understanding business requirements to cross-collaborate and increase profits. Exceptional academic qualifications, including the completion of an MBA as well as current Enrollment for Data Analytics and Security Courses at Bellevue College.

**Highlights**

* Accomplished an audit of the Computing Maintenance Budget and Status. Presented Findings (System Status) via a multitude of reports resulting in a special BCA wide cross-functional team being created.
* Created a Metric ‘OneStop’ (Online ‘Metric Site’ to download Reports) that provided status on ~1370 Engineering IT systems and ~45 investment requests. The initiation of the OneStop helps to address data inaccuracy issues that were plaguing the existing group. Data posted was obtained from multiple systems including COGNOS a metric and analysis tool. The Metric OneStop is still in use.
* Analytical skills with forecasting/actual reporting while being a delegate on various teams (i.e. IT Steering Team & IT Governance)
* Process Focused, experience in Lean+, and a clear understanding of PLM and SDLC
* Worked at Quadrant Homes as part of a 2 person ‘team’ that reported and tracked Quadrant Homes Overage Budget via JDE. Quadrant homes invited me to be part of their JD Edwards Power User Committee after 2 months of work within the tool.
* Long History of Reporting, IRR, Variances, Actuals/Forecast, etc…
* Highly organized, ambitious and work extremely well with a variety of employees. As a result leadership asked Chipton Ross if I was available to return to the same group (Engineering Ops) on 3 occasions (2006, 2008, and 2011, and FTE offer in 2012 (Current Manager would not release).

#### Core Competencies

|  |  |
| --- | --- |
| * Client Relations * Business Analysis * Project Management * Product Development | * Data Support Analysis * Program Management * Certification Standards * Process Improvements |

#### Education

* University of Phoenix (Seattle, WA), 09/2004 – 06/2006

***MBA***

* University of Phoenix (Seattle, WA), 01/2002 – 08/2004

***BSBM***

#### Specialized Training

* Bellevue College (Bellevue, WA), 01/2018 – 06/2018 (In-Work)

***Data Analytics Coursework***

* *University of Washington (Seattle, WA), 09/2014 – 12/2015*

***Accounting Coursework***

* FAA, 02/2012 – 06/2012

***Compliance with Airworthiness Regulations (AC100-110)***

* RIM & European Aviation Safety Agency (EASA), 02/2012 – 06/2012

***Internal Boeing - Overview, Course***

* Boeing Training Center (Seattle, WA), 09/2008 – 03/2009

***Lean + 101-104***

* Bellevue College (Bellevue, WA), 04/2003

***Certificate of Completion in Business Writing***

**PROFESSIONAL EXPERIENCE & QUALIFICATIONS DETAIL**

**Data Analyst, ICG (Investment Consulting Group - Seattle)-(May 2017 - July 2017)**

### Brought in for an ICG Lean Excel Project. Created a lean automation process for data entry for employees through automation by creating templates and macros in Visual Basic, reducing toil and re-work by approximately 1.5 hours per week and increasing continuity for monthly, annual, and portfolios specific reports.

### ICG 2 Week assignment was completed and presented proposals for additional work based on observations and risks associated with current processes. Contract was extended weekly based on output & Leadership expanding scope. Performed an audit on two systems (Investor Relations & Acctg) to report discrepancies while proposing a data management plan complete with Merge and Purge training.

**Technical Associate / Order Fulfillment, IRepair & Ultimate Baker-(Feb 2016 - May 2017)**

### Repaired iPhones (including 7), iMac (limited), MacBooks, & Samsung (No 8’s). I covered the store as a Manager alone until long term replacement was found and was able to provide successful handoff to new FT Manager.

### Order taking and direct customer support (great customers!). Meet daily targets through physical packaging or accurate order taking. Direct contact with customers to ensure concise information is received as well as a great customer experience to build on the fantastic reputation of these 2 small companies.

**Technical Program Manager, Axelerate-(Nov 2014 - June 2015)**

### Proactively coordinated and managed all aspects related to the onboarding, allocation, and distribution of servers for online services to include Bing and Ads. Worked heavily in SQL (Query Creation+) & PowerShell.

### Presented business case on behalf of customer for a daily capacity meeting. Based on decisions made in this meeting was able to process and assign available server capacity to customers. Reported on Data Center health, capacity, and underuse of resources so that those resources can be re-allocated. This involved many moving parts including working heavily in Office 360, SQL (custom reports), PowerShell, CRM, etc…

**PMO - Business Analyst, AtoS (Jan-Nov)-(Nov 2014 - June 2015)**

### Supports and manages a new TrueUp Reporting Process that gives billing transparency to Microsoft Data Centers. Also, report on a Local Datacenter (PAIX) Performance Health that includes, but not limited to, Time to Resolve against SLA requirements. DataCenter Reporting also includes MBR & QBR report-out as well as weekly DC Health Metrics/Dashboard. Creates: Heatmaps, Control Charts, and Documentation as PMO support to Managed Labs and Datacenters in Microsoft. Used ITSM Reports to create Weekly Dashboards & Daily Snapshots showing Fed, Identity, & Cert Health.

### Supported MSIT (Azure) in a 6 week Transitional Project Management Role for (SDO-Cloud) to ensure FT PM can hit the ground running.

**Project Management Specialist 3-5 (Lead) & Data Support Analyst 4 (Lead), Chipton Ross** Contractor for **Boeing-(2006-2011) and FTE (2012)**

### Used Project Management Principles to lead and set a foundation for a communication plan related to Block Point scheduling, outages, & all risks associated. This Plan is from an Engineering leadership & function Perspective; as those are the current customers. Identifying and re-identifying, key stakeholder to obtain project objectives and requirements. Proposed an operating rhythm, and have become the current focal, surrounding Late Capabilities that have direct impact on Block Point Releases and resources. This entails facilitating the obtaining of IT approval for resources and then the ‘Function’ Review.

### Worked with IT focal, and project managers, to status Non-IT Maintained Applications impacted by the Windows 7 Migration. Recently this scope has increased to include a security audit. The main objective at this time is to create an accurate picture to leadership as to where we are with managing Non-IT Applications.

* Compiled and creates highly complex and/or unique reports for executive reviews and tracking performance to plan.

### Worked with Leadership to support activities surrounding the integration if IDS (Defense Side) & BCA (Commercial) to form an integrated Flight Test Operations. Create various presentation materials for effective representation of future headcount & Future Ideal Organizational Structure captures the Flight Test Value Stream. Auditing, analyzing, & presenting data to assist leadership in ‘gaps’ in integration activities.

* A member of a 4 person team that represents the BCA Engineering System Strategy & Tool Investment Management. While working on Tool Investment Strategies. Assisted in the development and ‘control’ of metrics that measure the status and progress BCA Engineering Investments/ Tools. Provided leadership with lessons learned, best practices, risk assessments, trend analysis, etc in the form of presentations.

### Pulled data from three, non-reliable, sources leading to an STP (Situation, Target, & Proposal) to the BCA Engineering Governance Board (which I was a delegate). This led the way to current efforts for functional alignment on SLA (Service Level Agreement) issues and future design of SLA oversight & management. This helped to initiate an audit of a very substantial amount of computing maintenance expenditures. Efforts found significant discrepancies which resulted in a special cross-functional team being sponsored by executive IT Oversight committee (Integrated Working Group – IWG) that began to address these significant issues and improved SLA oversight and management processes.

* PM for efforts aimed at functional alignment on SLA (Service Level Agreement) issues and future design of SLA oversight & management. Continued to identify issues while working with ‘pilot team’ on future methodologies, processes, and a plan to move forward. This helped to initiate an audit of a very substantial amount of BCA Engineering computing maintenance expenditures. Efforts found significant discrepancies which resulted in a special cross-functional team being sponsored by BCA executive IT Oversight committee (Integrated Working Group – IWG) began to address these significant issues and improved SLA oversight and management processes.
* Reported on EACs/count/IRR/Payback, and provide recommendations upon request. Reported metric trends and anomalies.
* Established and Created a ‘OneStop’ (Online metric site to post reports) that provided status on ~1370 BCA Engineering systems and ~45 investment requests; BCA Engineering System status and metrics are provided to VP and executive leadership. The status includes system retirements, implementations, investment project cost performance and schedule performance. The OneStop contains system metrics as well as a posted, and initiated, process to ensure the data is accurate and consistent. The initiation of the OneStop help address data inaccuracy issues that were plaguing the existing group. Data posted was obtained from multiple systems including COGNOS a metric and analysis tool.
* Worked in LTD (learning Training & Development) for a 1 year contract (2007-2008) where I developed project plans and deliverables while integrating key methodologies learned from prior companies, and advanced education, to directed all project phases while acting as primary customer contact
* Compiled lessons learned and best practices, risk assessments and trend analysis, as well as earned value to develop plans or recommend changes. Consolidated information to understand project impacts and developed recommendations. This included, but not limited to, project transition plans and project closure. Accomplishment: Project Phase Document that was written in this position is now the ‘new baseline’ for all project managers.
* Worked with System Strategy & Investment Management Engineering to handoff SOW surrounding EOT (Enterprise Operations and Training) Program Directive Metrics and Plan for BCA Engineering. Incorporated Six-Sigma Lean into Metric and Reporting Plan that is currently in use.
* Worked on reporting Application Reduction through multiple Questionnaires, meetings, and other ways of communication to obtain Application Reduction data never obtained before. This includes current and future ‘Retirement Confidence levels’ that give leaders additional visibility for more accurate planning.
* Leveraged analytical skills, cost data training, forecasting &/actual experience, lean training, to support Steering Team and Governance, as a delegate.
* Assisted in the Development, implementation, and maintenance of a cohesive program plan that integrates all activities required to plan, design, build, test, deliver, and support an investment management process throughout its life cycle.
* Created a Six Sigma Lean Plotter Chart for the BCA Governance Process in order to outline the management of Investment Requests for System Investment and Strategy and the IT Governance Board at BCA Engineering.

**Financial Analyst, Kelly Financial Resources** Contractorfor **Microsoft-(May 2005 - Jan 2006)**

* Part of a Pilot Team that Interpreted, analyzed, and measured financial models in Microsoft Compensation Policy to Microsoft employees, participants, worldwide.
* Maintained monthly budget and forecast reports. Presented results to upper management monthly and made any necessary changes based on monthly executive decisions.
* Worked Daily in Microsoft tools to explain roles and compensation mapping or escalate missing or inaccurate data. Aided in identifying gaps in information through auditing various applications. Worked with pivot tables and created pivot tables so multiple teams can manage and manipulate data. Communicate with participants regarding questions or concerns with their compensation plan or policy.
* Explained complex functions and policy to participants worldwide in a manner that useful and helpful to the participant; so that the compensation plan can become effective. Used sensitivity toward local policy in regards to compensation pay and local laws and regulations worldwide.

**Residential Construction Assistant - Overage Budget, Quadrant Homes-(Oct 2004 – May 2005)**

* Worked daily with a JD Edwards, while working under production environment to enter and verify any costs relating to overages. **Accomplishment**: Invited to be on the JDE Power User Committee based on reporting of observations and recommendations for increased usage of capabilities.
* Working to maintain a Lot by Lot analysis of all homes to develop new processes to ensure consistencies and predictability. Lot by Lot is created from information pulled from JD Edwards in order to identify trends and to manage budgets. Work included creating the actual Lot by Lot Entry Sheet into Excel to assist in calculating averages.
* Work closely with the Leadership to maintain a budget that deals strictly with all costs related to “Overages”. This includes all other duties to ensure success for the 2005 Strategic Plan with a focus on predictability within the residential building environment to facilitate growth.
* Verify the accuracy of all invoices related to overages and either submit for payment or perform additional audit. Developed processes to communicate discrepancies and promote consistencies.
* Worked to develop and maintain a process for tracking of study information on Quadrant houses for the String-line Manager to present findings to Weyerhaeuser.

#### *“Amelia, your attitude and focus on customer service are very much appreciated by the people you support.”*

*~Performance Appraisal~*

*Susan Sprague (Administrative Manager) @ McDonald’s Regional Office*

#### Technical Proficiency

*Microsoft (Office 360 - Word, PowerPoint, Excel (Pivot), Access, SharePoint, Project; Outlook); Lotus; Visio; Microsoft Project Server w/TFS (SharePoint 2010);Visiual Basics; xCat, MSSales, headtrax, MSPeople, MyIncentiveComp, MSE, Peoplesoft, COGNOS, T-Part, Sieble, Macroscope, Borris (Change Management), MS Dynamics CRM (issue tracking), MyOrder (Msft), Minitab; JD Edwards.*