|  |  |
| --- | --- |
| **Amelia Steenmeyer** | 🖂 **i**willrespond@live.com **🕿** 425-269-6169  A picture containing clipart  Description generated with high confidence https://www.linkedin.com/in/amelia-steenmeyer-985aa763 |

|  |
| --- |
| **Project Manager**  **Lead Teams To Focus on Business Objectives for On Time, On Budget, and with Desired Results.** |

|  |  |
| --- | --- |
| **Requirements Analysis**  **Client Relationship Management**  **Cross-Functional Collaboration**  **Business & Project Planning**  **Business Intelligence**  **Technical Program Management**  **Costing and Estimating**  **Business Process Improvements** | **Analytical and diligent project manager offering a proven record of success leading all phases of diverse projects in technology, finance, and real estate. Master of Business Administration (MBA).**  **I locate, prevent, and remove roadblocks** **that threaten project milestones and business objectives to ensure successful outcomes.**  **Strong acumen with data analysis, forecasting, and reporting on business information to senior management.**  **My orientation is “process focused”, experienced in Lean+, Six Sigma, and grounded in a clear understanding of PLM and SDLC.** |

Technical Skills:

Expert User of Microsoft Excel including macro programming.

Flowcharting in Visio. Microsoft Project Server w/ TFS, SharePoint, Microsoft Dynamics CRM, MyOrder

xCat, MSSales, headtrax, MSPeople, MyIncentiveComp, MSE, Peoplesoft, COGNOS, T-Part, Siebel, Macroscope, Borris

|  |
| --- |
| **Education & Professional Development** |

Data Analytics – Bellevue College 2018 (In Progress)

Accounting – University of Washington 2015

Master of Business Administration (MBA) – University of Phoenix 2006

Bachelor of Science in Business Management (BSBM) – University of Phoenix 2004

Additional Coursework in Compliance with Airworthiness Regulations (FAA), RIM & European Aviation Safety Agency (Boeing), Lean + 101-104 (Boeing) and Business Writing (Bellevue College). Certificates in Business Writing and Primavera 1 & 2.

Language Study:

Familiar with… French (Bellevue College), Swedish (Bellevue College), Portuguese (Bellevue College),

Spanish (Edmonds CC).

|  |
| --- |
| **Project Management Highlights** |

* **Microsoft:** Helped to improve the efficiency of server utilization for Bing and advertising by coordinating and managing sever assignment program. Extensively used SQL (custom reports), PowerShell, and CRM.
* **Microsoft:** Accomplished an audit of the computing maintenance budget and status. Presented findings (system status) via a multitude of reports resulting in the creation of a new BCA-wide cross-functional team.
* **Boeing:** Created a metric ‘OneStop’ (online ‘Metric Site’ for downloading reports) that provided status on 1300+ Engineering IT systems and about 45 investment requests by obtaining data from multiple systems including COGNOS. The initiation of the OneStop tool helps to address serious data inaccuracy issues. To the best of my knowledge, the OneStop tool is still in use.
* **Quadrant Homes:** Invited to be on the JDE Power User Committee based on reporting of observations and recommendations for increased usage of capabilities.
* **Quadrant Homes:** Worked closely with the Leadership to maintain a budget that dealt strictly with all costs related to “Overages”. Directly contributed to the company's success in meeting the 2005 Strategic Plan with a focus on predictability within the residential building environment to facilitate growth.

|  |
| --- |
| **Professional Experience Highlights** |

Data Analyst & Other Roles (Temporary Contracts) 1/2018 – Present

NW STAFFING, Everett, WA

Programmed a data analysis tool using Excel macros for calculating variances on construction projects.

Data Analyst 5/2017 – 7/2017

ICG (INVESTMENT CONSULTING GROUP), Seattle, WA

Applied Lean methodology to streamline business processes with a focus on information entry and analysis in Excel spreadsheets. Created macros in Visual Basic to automate processes (reduced 30-tab workbook to 3 tabs).

* Hired for a two-week assignment and received several extensions based on presentation of business case.

Technical Associate 2/2016 – 5/2017

IREPAIR & ULTIMATE BAKER, Issaquah, WA

Managed and performed technical repair projects for iPhones, iMacs, MacBooks, and Samsung devices. Interfaced directly with customers and took orders to ensure a great customer experience consistent with the fantastic reputation of these two small companies. Ran the store in the absence of the owners.

Program / Project Manager 11/2014 – 06/2015

MICROSOFT CORP. (VIA AXELERATE), Redmond, WA

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 technologies including SQL (Query Creation+) and PowerShell. Wrote and presented business case on behalf of customer for a daily capacity meeting.

* Contributed to cost savings on underutilized resources through timely and accurate reports on Data Center health, capacity, and utilization.

PMO – Business Analyst 1/2014 – 11/2014

ATOS IT SOLUTIONS & SERVICES, Bellevue, WA

Provided optimal oversight of an innovative TrueUp reporting process designed to give billing transparency to Microsoft Data Centers. Provided significant support to MSIT, within a six-week transitional project management

role for (SDO-Cloud), enabling FT PM to hit the ground running.

Project Management Specialist Level 3 – 5 (Lead) / Data Support Analyst 4 (Lead) 12/2011 – 9/2012

BOEING CORP., Redmond, WA

Led in-depth audit after presenting findings to executive level leadership of detailed risks associated with Service Level Agreements and System Status. Supported MSIT (Azure) in a 6-week Transitional Project Management Role.

* Managed and troubleshot a TrueUp Reporting Process to give billing transparency to Microsoft Data Centers.

Project Management Specialist Level 3 – 5 (Lead) / Data Support Analyst 4 (Lead) 7/2006 – 12/2011

BOEING CORP. (VIA CHIPTON ROSS), El Segundo, CA

Implemented sound project management principles to lead and set a foundation for communication related to Block Point scheduling, outages, and all associated risks. Coordinated work with IT focal and Project Manager in Non-IT Maintained Applications impacted by the Windows 7 Migration. Coordinated with upper management in supporting activities surrounding the integration of IDS (Defense Side) and BCA (Commercial) to form an integrated operation.

* Compiled and created complex and innovative reports for executive reviews and performance tracking.
* Key member of a 4-person team designated to represent BCA Engineering System Strategy & Tool Investment Management.
* Recognized for pulling data from three non-reliable sources leading to an STP (Situation, Target, & Proposal) to the BCA Engineering Governance Board, resulting in attention to functional alignment on SLA issues. This helped to initiate an audit of a very substantial amount of computing maintenance expenditures.
* Created a Six Sigma Lean Plotter Chart for the BCA Governance Process to better manage spending requests.

**Additional experience as a Financial Analyst consultant at Microsoft Corp. and a Residential Construction Analyst/** **Overage Budget with Quadrant Homes. Details available upon request.**