

Project Manager - Contractor Project Manager - Contractor Project Manager - Contractor Alpharetta, GA Project Management Professional in Waterfall, Agile/SCRUM SDLC/System Integration/e-commerce/SaaS/Cloud/Data Migration Website Development Project Management Vendor Management, Client Relations and Communications at Executive and Project Team Levels Cross-Functional Resource Planning and Management - Local/Remote/Off-shore Project Estimating, Budgeting and Invoice Management (\$35K-\$1.5M) Requirements Gathering, Business Analysis and Process Mapping Risk Identification, Management and Mitigation Project Schedule Development and Management MS Project/ Project Server, MS Office, Visio, Outlook, Excel, PowerPoint, SharePoint, Smart Sheet, NetSuite, JIRA, Redmine, TFS (Microsoft Team Foundation Server), Google Docs & Sheets Work Experience Project Manager - Contractor JENKON, INC - Birmingham, AL May 2014 to November 2014 Commissions and Genealogy Management System Software for Direct Selling. Creation and support of web-based sales force compensation systems and turn-key software solutions for network marketing and party plan businesses. Project manager on implementation of custom software with budgets of \$50K - \$1M+ for national and international clients. Collaborated with IT team on best use of hybrid SCRUM/Waterfall processes for each project. Assisted with requirements management, bug tracking and test case management. Provided status reports to Director-level management. Created, managed and justified detailed project hours reporting spreadsheet for clients. Managed project schedules and discussed concerns with Jenkon senior management for resolution. Project Manager NATIONAL DCP - Duluth, GA September 2013 to November 2013 Exclusive purchasing and distribution entity for Dunkin' Donuts in the U.S. Project Manager on implementation of SAP ERP project across functional departments (\$3M+ budget) with Deloitte Consulting. Collaborated with cross-functional project teams and software vendor implementing a co-dependent Transportation Management System being implemented in tandem with SAP. Collaborated with cross-functional project teams and software vendor implementing a co-dependent Warehouse Management System in tandem with the TMS and ERP systems. Creation of Process Documentation for Rollout of PMO. PROJECT LEAD THE WAY Indianapolis, IN June 2012 to June 2013 Leading provider of non-profit, web-based

Science, Technology, Engineering, and Mathematics education for middle and high schools curricular programs across the U.S. Project environments included Agile/SCRUM, Six Sigma and Waterfall methodologies. (100+ employees) Led Cloud-based, 3rd Party Project Implementations Concurrently: (\$30K - 250K + budgets) Project Manager of NetSuite CRM and Helpdesk Implementation with a customer base of 1 million+ (project team members were local and remote).

Project Manager of NetSuite Customer-facing Web Catalog Implementation using off-shore developers. Responsible for relationship and management of NetSuite vendor and deliverables. Coordinated Adobe E-Sign implementation. Responsible for managing SOW's, controlling scope, and creating and managing project schedules/timelines/deliverables/risk management/change management/UAT/system testing/roll-out plans/support plans. Led pre- project requirements gathering/documentation and Business Process Design for future projects (Learning Management System; Donor Management System). Participated in RFI/RFP activities for vendor software selection. Organized and facilitated system testing. Reported status of each project regularly to C-level management. Member of Custom Website SCRUM Team - Web Portal/Multi-system Integration Project Project ran in tandem with the NetSuite implementation; NetSuite solution was dependent on successful completion/launch of this project. Developed and managed the Project Schedule. Gathered and documented Process Requirements. Wrote User Stories. Designed Wire Frames for display pages and forms. Researched and documented: Access/Decision/Trigger Actions per web page and form. Wrote Test Cases and Training Documentation. IT Project Manager - Contractor Manufacturer ROCHE DIAGNOSTICS - Indianapolis, IN October 2011 to April 2012 ROCHE DIAGNOSTICS: IT Project Manager - Contractor Manufacturer of equipment and reagents for research and medical diagnostic applications (Diabetes Care). Indianapolis, IN Oct. 2011- April 2012 Led Multiple IT Projects Concurrently within the Cross Applications & Business Intelligence Solution Center (project budgets \$75K-350K+) Project lead for cross-functional manufacturing and IT project resources implementing MES Manufacturing & SAP/PI communication enhancement activity. (\$300K+ budget) Project lead for Document Change Request process improvements using SharePoint. Project lead for Diabetes Care Creative Marketing Services

project to improve creative project documentation, creative project workflow and creative project reporting. Managed 3rd-party vendor: employed SharePoint, Project Web Access and Project Server

Managed project budgets, 3rd party contractors hours/invoices, deliverables, project schedules, risks, roll-out plans, system testing, UAT, project close-out

Led Steering Committee meetings (director-level) and weekly project and technical team status meetings.

Facilitated requirements gathering meetings as necessary.

Followed Roche Diagnostics proprietary project management processes requiring strict adherence to FDA and HIPAA computer system validation policies.

Sr. Project Manager DECISION ANALYTICS - Carmel, IN June 2008 to September 2010

Provider of information, analytical and marketing services to organizations and consumers to help manage the risk and reward of commercial and financial decisions. (1,000+ employees)

Led and directed concurrent complex implementations/installations of:

CRM commercial credit, client management and portfolio management loan origination software (SaaS) with custom development in Application Service Provider (ASP) and client-hosted environments. (8+ implementations at same time).

Project teams were local and remote.

Led on-site, client-facing project kick-offs.

Managed requirements, SOW's, risks, Change Requests, UAT documentation, data migration, and go-live activities.

Developed prospect-facing documents to enhance sales team presentations, resulting in heightened prospect understanding of multi-module implementations.

Developed standards for Client Resource Allocations resulting in more accurately committed client project teams.

Led creation and enhancement of reporting tools for performance measurement against project objectives.

Led creation and documentation of project processes and policies, improving business practices within Decision Analytics Carmel, Indiana.

Contractor ROCHE DIAGNOSTICS - Indianapolis, IN October 2007 to April 2008

Member of Customer Master Data Team (1,000+ employees)

Team responsible for implementing global standardization numbering sequence in SAP environment for 47,000 Sold-to and Payer accounts. Specifically responsible for updating contracts to meet standardization.

Project Manager Account Services BRANDLOGIX - Indianapolis, IN August 2003 to May 2004

Managed client projects for local, state and national advertising/marketing accounts

Project Lead for State of Indiana Department of Health Folic Acid

Campaign, including the RFP marketing strategy plan, budget, presentation and deployment.

Project lead to develop two e-commerce web sites. Media Director GRAY, MILLER, MITSCH
ADVERTISING - Indianapolis, IN July 1990 to August 1992 Director of advertising agency media
department operations Directed annual print and broadcast media recommendations and
presentations to clients; media buying activities with \$1.5 million budget. Education BA in Music
Therapy Colorado State University - Fort Collins, CO MBA in Economics, Business Butler University
- Indianapolis, IN Business Law Indiana University Purdue University - Indianapolis, IN Marketing
University of Houston - Houston, TX Business Houston Community College - Houston, TX Skills
Outlook, Word, Estimating, Microsoft Project, Scheduling, budget Certifications/Licenses PMP and
CSM

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