IT Corporate Project Manager IT Corporate Project Manager Project Manager - Willis Towers Watson Tampa, FL Authorized to work in the US for any employer Work Experience IT Corporate Project Manager Willis Towers Watson - Tampa, FL 2016 to Present Responsible for managing small to medium scale corporate IT initiatives, including SSO Certificate migrations, File Transfer Protocol (FTP) migrations, RSA Two-Factor Authentication, VPN Software upgrade, Disaster Recovery, Infrastructure decommissions, assisting executives with tracking open Jira's, updating Confluence to business best practices and standards. Process improvement and documentation creation, coordination with resources assigned to projects, communication to clients and Client Services Team regarding upcoming changes and impact. Work closely with offshore resources to ensure project deliverables are obtained based on requirements gathering and project timeframes. Executive Administrative Assistant Associated Bank - Green Bay, WI 2016 to 2016 Project Coordinator Global Data Consultants, LLC - Appleton, WI 2014 to 2015 Technical Project Coordinator Tushaus Computer Services - Appleton, WI 2012 to 2014 Education Bachelor of Science in Technology Development & Management in Emphasis in Project Management St. Petersburg College August 2017 to May 2019 Associates of Science Northeast Wisconsin Technical College Skills Jira (Less than 1 year), Microsoft Office (Less than 1 year), MICROSOFT SHAREPOINT (Less than 1 year), MS OFFICE (Less than 1 year), Project Management (Less than 1 year) Links http://linkedin.com/Tanya-Laluzerne Additional Information SKILLS Highly proficient in Microsoft Office Suite programs, including Project Plan. Confluence SharePoint Jira Working towards Project Management Professional Certification

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