

IT PROJECT MANAGER IT PROJECT MANAGER IT PROJECT MANAGER - PRIVACY & SECURITY GOVERNANCE Astute Project Manager: Skillfully manage multiple projects and meet timelines. Keen ability to assess and identify process opportunities. Strong analytical, critical thinking and problem-solving skills. Act independently to determine methods and procedures on new assignments. Delivery of Operational Performance & Profitability: Perform accounting analysis, audits, business writing, and records research. Consistently achieve variance reduction and cycle-time economies. Employ advanced Excel to design, develop, implement and maintain accounting processes. Attain department goals. Deep Communication Acumen and Social Intelligence: Trained in listening beyond the spoken word. Talent for acquiring resources as needed, regardless of formal allocations. Adept at sustaining calm intentionality in time sensitive or intense circumstances. 650.739.5241 Krupa.Levinson@gmail.com linkedin.com/in/krupalevinson

San Francisco Bay Area Work Experience IT PROJECT MANAGER PRIVACY & SECURITY GOVERNANCE January 2017 to Present Responsible for a variety of governance tasks ranging from monthly leadership presentation development to business case oversight, and many ad-hoc requests from leaders Monthly presentation preparation for Privacy & Security Program Steering Committee and Executive Sponsors Group, including scheduling of agenda topics, coordinating material and schedules with leadership, and QA / Peer Review Contract oversight for new Privacy & Security Program & Operations branding and templates, including: contract drafting, schedule oversight, deliverables management and signoff, and creative feedback Successful business case approval for 2+ key business cases, including schedule planning, content creation by coordinating with respective teams, approved vs amended scope and KPI comparison, governance oversight, talking points for leadership Ad-hoc research requests on important topics in the cybersecurity space to drive key discussions with leaders Project Mgmt Professional (PMP) Certified Scrum Master (CSM) IT Systems & Applications Advanced Microsoft Excel Budgeting & Forecasting Corporate Financial Analysis Business Case Development Collaboration & Communication Leadership Process Design & Development Data Analysis & Evaluation Team Building Risk Analysis C-Level Presentations Education BACHELOR'S DEGREE in Business Administration San

Jose State University

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