

Project Management Consultant Project Management Consultant Experienced and Detailed Oriented Project Manager Alexandria, VA Jaeda Raines is a Project Management Professional (PMP) who has led teams across broad technical, financial and business disciplines. She offers over 10 years of success leading all phases of diverse technology projects and 15 years of computer programming and business experience. She plans and manages multimillion-dollar projects aligning business goals with technology solutions to drive process improvements, competitive advantage and bottom-line gains. As an expert in Agile and Waterfall project management methodologies, she manages large project teams and is known for high-quality deliverables that meet or exceed timeline and budgetary targets. Authorized to work in the US for any employer Work Experience Project Management Consultant US Patent and Trade Office - Alexandria, VA April 2017 to Present PMP Professional who effectively manages and supports OIMS IT Projects by successfully completing daily project tasks that include coordinating/ facilitating meetings, gathering requirements, following-up with team members/stakeholders and reporting weekly updates to Project Management and Critical Partners Works closely with stakeholders, subject matter experts (SME's), customers to proactively manage changes in project scope, identify potential risks and devise contingency plans for successful project completion. IT Specialist/IBM Rational Tools Department of Treasury - IRS - New Carrollton, MD February 2016 to April 2017 - Customer Account Data Engine (CADE 2) Senior Consultant CAPM professional who developed plans and processes to define and implement standardized reporting within the IBM Rational CLM environment for various Process Owners and Delivery Partners this was key in providing support and leadership in the formulation of key deliverables for Rational CLM Reporting Strategy and Migration. Served as Scrum Master for Agile efforts; facilitated and managed project tasks through ceremonies: sprint planning, backlog grooming, and sprint retrospectives. These efforts supported four Process Owners groups across multiple workstreams and resulted in streamlining and eliminating redundant efforts. Received accolades for the implementation of metrics and tracking of workforce efforts that identified return-on-investment strategies. Facilitated stakeholder meetings to gain alignment while providing technical recommendations and documented requirements for future reporting needs this impacted

overall effectiveness of Rational Tools Initiative. Project Manager 2 WMATA - Washington, DC May 2015 to December 2015 Washington Metropolitan Area Transit Authority) CAPM professional who mentored IT Project Managers and team members on project compliance within the CA Clarity Project and Portfolio Management (PPM) System tool and providing continued process improvement. Enhanced reporting detail to upper management on project portfolio statuses, scheduling, risks and budget. Streamlined PMO process templates as needed and ensure job aids and training tools on PMO processes were current which directly resulted in a significant reduction of service-desk tickets. Provided business and systems analysis for requirements gathering and integration in Rational Team Concert. Business Systems Analyst Booz Allen Hamilton - Tysons Corner, VA January 2014 to May 2015 CAPM professional who provided direct support on IRS software projects including business analysis, requirements gathering and software testing. Completed development of test cases/scripts, test case execution and defect test execution utilizing Rational Quality Manager (Jazz) tool; coordinated and/or performed test case peer review to ensure that documented requirements are met and UAT sign off is obtained. Education Project Management Keller Graduate School of Management - Chicago, IL 2009 Bachelor of Arts in Information Science and Technology in Information Science and Technology Temple University - Philadelphia, PA 2004 Skills PROJECT MANAGEMENT (10+ years), PROJECT PLANNING (10+ years), RATIONAL (3 years), SDLC (8 years), MS Project (10+ years), MS Office (10+ years), PMI, Waterfall (10+ years), PM (10+ years), PMP, Agile Scrum (5 years), Scrum Master (5 years), budget, Estimating, Scheduling, Outlook, Word, Customer Service, Microsoft Project Links <http://www.jaedarainespm.com> <http://www.linkedin.com/in/JaedaRaines> Military Service Branch: Air Force Reserve Service Country: United States Rank: Senior Airman May 2000 to August 2008 Served in the Air Transportation -Ramp Services department. Commendations: Honorable Discharge Certifications/Licenses PMP ( Project Managment Professional) September 2018 to September 2021 Industry-recognized certification for project managers. Project Management Professional (PMP) Driver's License Assessments Project Management Skills: Time Management Highly Proficient July 2019 Prioritizing and allocating time to effectively achieve project deliverables.

Full results: [https://share.indeedassessments.com/share\\_assignment/1espdbheta23swnk](https://share.indeedassessments.com/share_assignment/1espdbheta23swnk) Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field. Additional Information ABILITIES AND SKILLS Project Management Skills and Methodologies: Waterfall and Agile Project Methodologies (SDLC) Management of Key Project Deliverables Coordinate, Schedule and Lead Project Team Meetings Demonstrates Leadership and Initiative Create Custom Work Queries for Project Planning/Tracking Solution Development to Critical Problems Document Business Process Flows/Use Case Diagrams Goal Oriented and Customer Focused Professionalism within a Diverse Team Environment Positive Work Attitude/Team Player Exceptional Communications Skills (Verbal; Written; Interpersonal) Self-Motivated and Disciplined Technical Software and Project Management Tools: Basecamp Project Management Tool Clarity CA Project Portfolio Manager Microsoft Team Foundation Server (TFS) Microsoft Project IBM/Jazz Rational Team Concert (Requirements Composer/CCM/RQM) Jira Software Microsoft Office Suite (Word, Excel, PowerPoint, Access, Visio) Microsoft SharePoint Microsoft Operating Systems (Windows 8/ 7/XP) AgileCentral

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