

IT Project Manager IT Project Manager Houston, TX Authorized to work in the US for any employer

Work Experience IT Project Manager Black Knight Financial Services - Houston, TX May 2016 to Present

Delivering multi-disciplinary IT projects within budget, at schedule and to the quality desired by the owner

Managing 8-12 enterprise information systems projects with an estimated 2,000-5,000 man-hours average

Preparing and implementing project execution plans and sub-plans, as per the project charter documents

Leading all project phases from initiation and requirements gathering through to configuration and UATs

Portfolio, program and project administration and reporting on schedule, cost, risks, quality and performance

Delivered a ~\$300k/p.a. savings through enhanced data integration between project and accounting systems

Modeling resource capacity, utilization, and headcount for improved forecasting and base loading

Preparing and managing projects logs and KPIs for executive reporting and presentations

IT Project Management/Operations Analyst Black Knight Financial Services: RealEC Technologies - Houston, TX May 2015 to April 2016

Data optimization and validation of corporate accounts with advance MS Excel applications

Managed schedule, technical specs, data analysis, and training for company s project and accounting systems

Co-managed software development that integrated the enterprise time and project management

Operations Manager Novotny & Company - Houston, TX May 2011 to September 2013

Managed 12+ employees during property tax protest season.

Optimized personnel management by training employees in troubleshooting, procedures, safety, interpersonal communication and client interaction to ensure customer satisfaction.

Evaluated client accounts for quality control, which included reviewing and analyzing various system reports.

Education Bachelor's in Petroleum Engineering University of Houston - Houston, TX 2011 to 2015

Skills Project Management (5 years), Visual Basic (1 year), TFS (3 years), Engineering (3 years), Risk Management (3 years), Risk Assessment (3 years), Microsoft Office (10+ years), XML (2 years), HTML (3 years), Java (1 year), Matlab (2 years), Team Building (3 years), Strategic Planning (3 years), Conflict Resolution (3 years), Sharepoint (3 years), Data Analysis (5 years), VBA (3 years)

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