

Project Manager Project Manager Project Manager Boston, MA Certified Project Management Professional (PMP) with over 5 years' experience delivering and supporting to achieve project goals.

Led Project teams to work with vendors to develop requirements, design system specifications to build and implement new software. Led Project and technical teams to address and manage stakeholders'/business requirements and Key Risk Indicators (KRIs) to meet compliance and risk goals. Managed project procurements including people resources, budget and vendor SOW deliverables ensuring accountability and efficiency. Facilitated and coordinated all project meetings ensuring stakeholders are well-informed about project goals, challenges and accomplishments. Ensured that all required project artifacts are produced, secured and maintained throughout projects' lifecycle. Developed, managed and addressed risks/issues logs ensuring compliance with organizational standards and information security best practices. Managed the projects' financial processes, executing budget and financial analysis. Managed and controlled Project SharePoint sites and project artifacts including customizing sites into libraries, granting & revoking user accesses in compliance with company policy. Enhanced process efficiencies by reviewing process maps and recommending improved business flows, using SharePoint, MS Office and MicroStrategy. Planned, directed and coordinated project activities using MS Project, Oracle, Planview to deliver project goals. Maintained efficient accountability of project documentations ensuring 100 percent compliance on Project Quality Assessment (PQA). Efficient at generating and maintaining organizational reports including process documentation, selection and completion of templates in accordance with information privacy legislation and company policy. Successfully managed and maintained project budget report including weekly expenditures and actual spends ensuring efficient resource utilization and accurate project spend.

TECHNICAL & SOFT SKILLS Project Management Risk Management Cybersecurity/Info Assurance Project Budget Management Financial Analysis Advanced Proficiency in MS Office MS Project Project Management Lifecycle (PMLC) Software Development Lifecycle (SDLC) Qualys Scanning/ Vulnerability Management IT Governance Waterfall & Agile methodologies MS Outlook/Skype SharePoint Management Vendor Management Meeting Facilitation

Negotiations Team Management Data Analysis PROJECTS MANAGED E-Commerce Project File Access Remediation Project Business Data Access Management. Varonis Software Implementation Project Cloud Access Security Broker Email Authentication Project Technical Hardening Standard Trous Software Implementation Cyber Security (AD Integration, Firewall Deployment, Patching, Pen Test/Vulnerability Remediation etc. Intelligent Informatica Cloud Migration Authorized to work in the US for any employer Work Experience Project Manager Velcro USA Inc - Manchester, NH February 2019 to May 2019 Managed multiple technical projects in compliance with company policy and methodologies. Worked with technical teams to develop technical requirements to deliver multiple Cyber security related projects. Worked with Business analysts to develop t business processes to properly managed project budgets and stakeholders' requirements. Managed the projects' financial processes, executing budget and financial analysis.

Prepared a program update dashboard to periodically update stakeholders on program performances using key performance indicators e.g. risks, scope, budget etc. Facilitated project meetings and coordinated activities, resources, and follow up on action items ensuring efficient tracking and accountability of project resources. Managed and controlled Project SharePoint sites and project artifacts including customizing sites into libraries, granting & revoking of user accesses.

Compiled and distributed weekly project status report ensuring that sponsors and stakeholders have adequate information about project prog. Managed project budget using Planview and Oracle to allocate resources and managed overall cost estimate to deliverables and tasks. Established rapport and maintained communication with stakeholders throughout project lifecycle. Led project teams through risk management processes and managed the project risks, issues and action items log. Led the creation of required project artifacts to obtain project approval, tracking and signoff for all gate checks and ensure project gate checks and quality reviews are passed. Managed and controlled Project SharePoint sites and project artifacts including customizing sites into libraries, granting & revoking of user accesses in compliance with Information. Privacy Laws and company policy. Sr. IT Project Manager Manulife-John Hancock - Boston, MA July 2015 to December 2018 Led Project teams to work with vendors to develop requirements, design system

specifications to build and implement new software. Led Project and technical team to address and manage stakeholders'/business requirements and Key Risk Indicators (KRIs) to meet compliance and risk goals. Managed project procurements including people resources, budget and vendor SOW deliverables ensuring accountability and efficiency. Facilitated and coordinated all project meetings ensuring stakeholders are well-informed about project goals, challenges and accomplishments. Managed the projects' financial processes, executing budget and financial analysis. Ensured that all required project artifacts are produced, secured and maintained throughout projects' lifecycle. Developed, managed and addressed risks/issues logs ensuring compliance with organizational standards and information security best practices.

IT Project Coordinator Iron Mountain - Boston, MA October 2014 to June 2015

Facilitated project meetings and coordinated activities, resources, and follow up on action items ensuring efficient tracking and accountability of project resources. Managed and controlled Project SharePoint sites and project artifacts including customizing sites into libraries, granting & revoking of user accesses in compliance with Information Privacy Laws and company policy. Managed Project Runbook including Project risks, issues and action items ensuring effective tracking, accountability and resolution. Scheduled and facilitated project meetings, activities, resources, and followed up on action items ensuring project deliverables have been accomplished. Proficient at using MS Word, Outlook, MS Project, project templates and Excel to complete project documentations and administrative work. Managed the projects' financial processes, executing budget and financial analysis. Compiled and distributed weekly project status report ensuring that sponsors and stakeholders have adequate information about project progress. Assisted Program/ Project Managers in Planning, directing and controlling project. activities using MS Project to deliver project deliverables on time and on budget.

Logistical Specialist 3rd BN 313th Regiment - Fort Dix, NJ June 2010 to September 2014

Supervised general supply chain management in support for military missions including work-order management, budgeting, receipts processing, shipping and turn-ins. Resolved vendor issues concerning purchasing agreements, contracting and maintaining service level agreements (SLA). Planned and directed supply chain management activities with

different organizations and department to integrate logistics with business systems and processes. Maintained equipment warehouse ensuring consistence supply flows. Developed forecasting tools and dashboards to analyze revenue variance, business pipeline and industry trends. Maintained accountability of military equipment worth a Million dollars using SAP and Standard Army Maintenance System Enhanced (SAMS-E). Managed equipment inventory, maintenance and dispatches ensuring efficient accountability. Info Security Specialist Genzyme - Cambridge, MA July 2011 to August 2013 Reviewed and documented server/networking issues and schedule system maintenance. Documented Disaster Recovery plan and processes and assisted in audit assessment security procedures. Monitored central alarm systems for fire, intrusion, duress and responded to all corporate emergency issues in compliance with safety and security standards. Performed surveillance of corporate property using cameras and CCTV and take proactive actions to prevent crime Supervised physical and technical access control system ensuring that unauthorized entry and network intrusion is prevented. Info Security Specialist Akamai Technologies - Cambridge, MA February 2008 to June 2011 Monitored and evaluated corporate performance using key security indicators and recommended corrective actions where appropriate to streamline activities ensuring safety, efficiency and security. Inspected data management systems, gadgets, structures to identify cause of errors, defects ensuring continuous operation. Monitored central alarm systems for fire, intrusion, duress and responded to all corporate emergency issues in compliance with safety and security standards. Performed surveillance of corporate property using cameras and CCTV and take proactive actions to prevent crime. Supervised physical and technical access control system ensuring that unauthorized entry and network intrusion is prevented. Education Master of Science Northeastern University - Boston, MA September 2019 Master of Science in Project Management Northeastern University - Boston, MA June 2014 Bachelor of Science in Criminal Justice Kaplan University - Fort Lauderdale, FL December 2010 Skills Microsoft Project, Scheduling, budget, Outlook, Word, Customer Service

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