

Project Manager Project Manager Project Coordinator Minneapolis, MN Authorized to work in the US for any employer Work Experience Project Manager Trimble (via ICS) - Minnetonka, MN March 2019 to Present Manage national corporate fleet telematic installations to meet the federally-mandated ELD upgrade deadline of December 2019. Coordinate field installations with installation vendors. Develop fleet hardware needs analysis based on fleet asset lists. Summarize project status, risks and issues and escalate for resolution when appropriate. Facilitate mid-cycle project reviews and changes with key stakeholders and vendors. Communicate real-time project status with key stakeholders on an hourly basis and outside traditional working hours. Design project management tools and client dashboard, thereby streamlining workflow and increasing data transparency and consistency. Create re-branding processes for outdated technical support documents. Project Coordinator Target Corporation (via Modis) - Brooklyn Park, MN October 2018 to February 2019 Supported 13 project managers across six teams in the Rollout and Deployment division. Constructed monthly capital expenditure requests via SAP data pulls. Responsible for processing invoices and generating purchase orders. Took initiative to design and implement an automated invoicing system to replace the previously existing manual data entry method. Eliminated duplicate entries and mis-categorized statements, and improved audit capabilities and compliance. Achieved 100% visibility throughout invoicing process for both vendors and project managers. Reduced total processing time by an 80% cross-team average and manual error by over 75%. Created and implemented statistical tracking system to monitor invoicing workflow. Temporary Buyer, Non-Inventory Cantel Medical (via ProStaff) - Plymouth, MN 2017 to 2017 Support planning and purchasing departments during company-wide conversion to SAP. Purchase non-inventory materials, equipment, and services using Kanban and time-phased order point methodology. Negotiate quotes, generate SOWs and POs, and monitor and update open orders in Manage2000. Provide parts, equipment, and software information by analyzing and explaining enterprise trends. Reconcile vendor statements and resolve shipment discrepancies between accounts payable and vendors. Telecom Project Coordinator TailWind Voice and Data - Plymouth, MN 2016 to 2017 Manage MAC and rollout VOIP projects including fiber optic

conversions; new construction installs; circuit installations and turn-ups; low voltage wiring; and emergency break-fix orders. Update NetSuite CMS to track project lifecycles, store related documents and deliverables, and serve as point of contact for team updates. Responsible for purchase order creation and distribution, project billing and invoice negotiation. Manage vendor SOWs, change orders, permit applications, and warranty dispatches. Work closely with field technicians to generate site surveys for team engineers to create client bids. Be primary point of contact between client and vendor to manage lifecycle expectations.

IT Project Coordinator Charter Solutions - Maple Grove, MN 2016 to 2016 Assist network and telco teams with infrastructure maintenance and development during corporate merger between Data Recognition Corporation and Pearson NCS. Responsible for coordinating activities and resources in support of system-wide upgrades. Monitor and update active work queue for all sysadmins in network department. Assign and track network and administrative tasks within Jira. Arrange communication with network and telco teams, vendors, and developers nationwide.

MTS Project Coordinator Thomson Reuters - Eagan, MN 2015 to 2015 Support project manager with outbound data center migration for 22 international law firm clients. Help develop communication and resource plans, schedules, cost estimates, and risk mitigation and issue resolution standards. Support business analysis, requirements gathering, project planning and execution. Promote adherence to standard practices and life cycle processes to enable successful and consistent project execution. Ensure content related project milestones and deliverables are met, and issues and risks are communicated.

Lead Project Coordinator FedEx Office - Richfield, MN 2004 to 2014 Monitor nationwide field production and compliance of Best Buy brand print standards for over 100,000 discrete merchandising parts. Responsible for identifying client needs, outlining project scope, identifying potential roadblocks, implementing action items, strategizing successful plan executions, and managing effective directional changes as per service level agreements. Create project schedules, assign projects to creative teams throughout the nationwide network, maintain workflow and job files, and monitor overall progress to full deployment. Serve as main point of contact and manage communications and expectations of clients, teams, and the enterprise regarding project status, timeline and budget.

Identify opportunities for add-on sales and potential revenue growth. Maintain strict level of confidentiality regarding client needs and activities. Education Southern New Hampshire University BA in journalism and mass communication University of Iowa - Iowa City, IA Skills INVENTORY (1 year), MITIGATION (1 year), COLLECTION (Less than 1 year), DATA COLLECTION (Less than 1 year), FORECASTING (Less than 1 year), Estimating, Outlook, budget, Maintenance, Scheduling, budget, Maintenance, Word, Scheduling, Outlook, Estimating, Customer Service, Sales Links <http://www.linkedin.com/pub/jessica-roddy/61/441/846> Additional Information PROFESSIONAL SKILLS Data Collection and Support Project Financial Tracking Interpretation Managers and Reporting Deliverable/Milestone Inventory Project Lifecycle Tracking Forecasting Mapping Resource Management Risk Analysis and Process Design and & Allocation Mitigation Upgrade

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