ORGANIZATIONAL CHANGE MANAGER ORGANIZATIONAL CHANGE MANAGER ORGANIZATIONAL CHANGE MANAGER - SYMANTEC Brentwood, CA Work Experience ORGANIZATIONAL CHANGE MANAGER SYMANTEC/Caresoft - Mountain View, CA January 2019 to May 2019   Develop and lead Organizational Change Management (OCM) activities across the organization for a Security & Compliance project   Apply change management methodologies and tools in developing and executing an OCM strategy   Identify and develop key relationships with Sr. Program Sponsors/Influencer's to develop a Change Network.   Provide Sr. Leadership and other project governance committees with recurring status updates   Support Change Teams with an actionable deliverable plan for key change management levers: Change Strategy, Stakeholder Assessments, Communications Plan, Training Plan and Metric Monitor & Control Plan.   Provide hands on execution with Stakeholder Assessment deliverable and identification and implementation of an impact analysis.   Support the design, development and delivery of communications and training activities for upcoming security and compliance changes   Define and measure success metrics and monitor change progress Environment: MS Project, MS Word, MS Excel, SharePoint, Infopath, Visio, JIRA, BOX, Adobe Experience Manager, Slack IT SECURITY PROGRAM COORDINATOR RIVERBED TECHNOLOGY/Compunnel - San Francisco, CA July 2018 to December 2018   Gather and document requirements for IT security projects   Prepare project plans/schedules to meet project goals   Work with the Security team to help manage operating costs   Work with the project team to ensure deliverables remain on schedule, within scope, and within budget   Prepare and maintain all project documentation throughout the project lifecycle Manage project scope by enforcing change control procedures   Manage project issues and risks Coordinate and assist in project kick-off and team meetings   Measure project performance metrics   Prepare project status reports and present project performance updates to senior management Environment: Office 365, SharePoint, SmartSheet, MS Project, JIRA IT PORTFOLIO MANAGEMENT ANALYST CITY OF PALO ALTO - Palo Alto, CA February 2016 to June 2018 Develop and manage the strategic governance for IT project and software portfolio roadmap for the City of Palo Alto for present and future initiatives   Manage, mentor and collaborate with a team of 5

project managers   Define Citywide IT governance program and processes   Coordination of project planning and goal accomplishments   Lead the integration of technical activities within technical projects   Develop and Manage Change Management and Risk Management program and processes   Develop and manage strategy, processes & procedures for the City of Palo Alto's IT Governance city wide by utilizing change management principles   Coordinate with IT Security Manager on processes being used to identify and mitigate the cyber security impact of hardware and software solutions within the City of Palo Alto   Validate the compliance of IT projects adherence to citywide cyber security policies and principles and participate in IT Audit findings process   Develop and manage IT Governance processes for SharePoint Management for the City of Palo Alto   Provide leadership in the development and management of the IT Governance Review Board for the City of Palo Alto   Liaise and build relationships with executive management and non- IT departments to intake and provide business analysis for new IT project request   Develop data science anomalies and create analysis & dashboard reports, metrics and Key Point Indicator's to evaluate the success metrics for the organization   Developing of business process mapping, and change management processes related to business process recommendations   Environment: Office365, MS Project, MS Word, MS Excel, SharePoint, Infopath, Visio, SAP, Tableau, BI, Salesforce PROJECT COORDINATOR BANK OF THE WEST/ ASCENT SERVICE GROUP - San Ramon, CA April 2015 to February 2016   Managed Line of Business Portfolio Dashboards and Roadmaps   Created, Managed & Administrated SharePoint Sites   Facilitated Requirements gathering, & Toll Gate sessions   Managed Financials Tracking Tools, & development of BIDM Organizational Charts   Managed & Implemented internal BIDM team processes and procedures   Coordination of project planning and goal accomplishments   Led the integration of technical activities within technical projects   Coordination of identified project risk across the organization Environment: MS Project, MS Word, MS Excel, SharePoint, Visio, Innotas PROJECT CONTROLLER CHEVRON CORPORATION - San Ramon, CA May 2014 to April 2015 Prepared and managed overall master project and cutover schedule and evaluated critical paths in the project schedules   Created and managed projects SharePoint sites   Coordination of identified

project risk within the project   Led the integration of technical activities within technical projects   Developed dashboards to track project Go-live progress and managed cutover planning as well as Team Lead communication   Performed probabilistic analysis of completion dates, performed risk & issue analysis as well as change control management.   Coordinated Change Management deliverable completion   Interfaced with internal customers in various locations globally   Coordination of project planning and goal accomplishments   Environment: MS Project, MS Word, MS Excel, SharePoint, Mindjet Manager, Visio, Remedy PROJECT MANAGER IT PORTFOLIO PLANNING PROGRAM - San Francisco, CA August 2012 to February 2014   Program managed the planning of Wells Fargo IT Project Portfolio Pipeline   Tracked & managed opportunities for process improvement and roadmap planning use cases   Liaised with stakeholders on PPM tools and reporting requirements   Developed training materials, job aids and SharePoint visuals   Partnered with stakeholders to develop metrics/KPIs for roadmap planning activities   Managed Change Management for initiatives within the team   Created, maintained Digital Channels Group SharePoint Sites   Environment: MS Project, MS Word, MS Excel, SharePoint, Visio, Clarity PROJECT MANAGER CHEVRON INFORMATION TECHNOLOGY COMPANY - San Ramon, CA January 2006 to December 2010   Managed project to develop CPDEP for IT - Transition to Operations Process   Trained global workforce on the implemented CPDEP for IT - Transition to Operations Process in multiple locations   Managed Integration project for Global Search Program   Developed & implemented project schedules, project plans, Resource Management Plan, communication plans, change management plans, risk & issue management, training plans & deployment plans   Performed Change Management activities for each project implemented   Presented project status updates to Executive Sponsors at Phase Gate Meetings PROJECT MANAGER/BUSINESS ANALYST CHEVRON INFORMATION TECHNOLOGY COMPANY June 2007 to December 2009 - ADM ERP methodology   Led Process Champion Network Committee &SharePoint content owner   Developed business process maps for CPDEP for IT - ADM ERP methodology   Led Integration Points Coordinator (IPC) Project and mapped IPC role to CPDEP for IT ADM ERP methodology   Coordinated the integration of Release 1 of Olympic and Business

Planning and Consolidation Projects into the production environment   Led Integration Services Communications Project and successfully completed by delivering communication tools, templates and processes to the Enterprise Business Services - Integration Services group   Provided Project Management support to E.B.S. Integration Services PROJECT MANAGER CHEVRON INFORMATION TECHNOLOGY COMPANY January 2007 to May 2007   Gained knowledge of Chevron IT project management standards, tools, and processes with increased competence and confidence to manage projects   Gained experience with complex and challenging project scenarios   Negotiated with management & resource managers on the allocation of resources for projects Participated in Chevron's IT Project Management Academy for a four-month period that included training, mentoring, simulations as well as real life project work PROJECT CONTROLLER CHEVRON INFORMATION TECHNOLOGY COMPANY January 2006 to January 2007   Developed Synergy Capture template to analyze assumed cost savings on each synergy item   Managed an integration project that was on schedule and within cost estimates   Enhanced status tracking process that decreased the time required for the generation of executive management reports Facilitated /oversaw project planning /control sessions   Developed and maintained the project schedule and work breakdown structure   Managed dependencies and the critical path to ensure schedules are met and managed issues, risk, and change control   Estimated, tracked and analyzed project costs for a program as well as creation of management reports to communicate the programs financial state   Trained project team on proper project management processes Environment: MS Project, MS Word, MS Excel, SharePoint, Mindjet Manager, ProChart, Visio, Remedy IT PROJECT MANAGER/RESOURCE PLANNING PAYPAL - San Jose, CA 1998 to 2005 Environment: MS Excel, MS Access, Clarity, MS Word PROJECT MANAGER/TEAMPLAY ADMINISTRATOR AOL - Mountain View, CA August 2004 to December 2004 Environment: MS Excel, MS Word, Primavera Teamplay PROJECT ANALYST SIEBEL SYSTEMS - San Mateo, CA July 2000 to December 2002 Environment: MS Project, Clear Case, MS Excel, MS Access, Business Objects, MS Word PROGRAM ESCALATION MANAGER/PROJECT COORDINATOR SUN MICROSYSTEMS - Mountain View, CA February 1999 to April 2000 Environment: MS Word,

MS Excel, Star Office, UNIX MARKETING TECHNICAL SPECIALIST/QUALITY ANALYST SYBASE - Emeryville, CA September 1992 to February 1998 Environment: MS Word, MS Excel, UNIX Education MASTER OF BUSINESS ADMINISTRATION in BUSINESS ADMINISTRATION PEPPERDINE UNIVERSITY - Malibu, CA January 2018 to June 2020 MASTER in CERTIFICATE OF PROJECT MANAGEMENT GEORGE WASHINGTON UNIVERSITY - Washington, DC February 2007 to May 2007 Skills Organizational Change Management, Change Management Links http://www.linkedin.com/in/tonia-edehomon Certifications/Licenses Driver's License

Name: Ashley Turner

Email: wayne20@example.org

Phone: +1-712-968-7937x5213