

Project Manager Project Manager Project Manager - Walser Automotive Group Edina, MN Work Experience Project Manager Walser Automotive Group - Edina, MN Present Managed large size projects that primarily consisted of construction and process improvement across the entire enterprise. On average I managed 10+ projects at a time. Collaborated with all levels of Management including Senior Management, Directors, and Dealerships on a daily basis. Analyzed current processes and procedures for business improvements. Introduced PMP methodology to the organization that had not had a PMO in the past. Responsibilities included: Assisted/managed in the creation of the scope with the Executive Sponsor and Business owners along with executing the timeline, stakeholders, internal and external teams, and budgets. Provided all administrative project documentation in a clear concise manner including charters, weekly scorecards, Senior management decks, etc. Only assigned PM on all new construction and capital expenditure projects. Directly working with the Architect, General Contractor, Facilities Director, and vendors.

Achievements Include: Implemented the construction methodology within the organization that had never utilized a PMO. In addition I was involved in the creation of the PMO handbook and PMO templates Created new processes by implementing and producing SOP's and DOA's with multiple departments. Co-hosted the 2018 budget meeting for all projects with Senior Management.

EXPERIENCE IT Infrastructure Project Manager Life Time Fitness - Chanhassen, MN July 2011 to February 2015 Managed upwards 15-35+ projects at a given time working across numerous programs and projects to ensure excellent technical solutions. Actively managed projects through various phases of software development and gathered requirements for smaller-scale projects (in collaboration with Business Analysts). Responsibilities included: Management of status reports / project metrics and resource planning. Responsible for managing the project scope, team, and budget. Constant communication of all status updates to the appropriate stakeholders, executives and project team. Maintained and upheld excellent administration documentation. Achievements Include: Created new and maintained exceptional customer relations. Within my career at Life Time I was the only IT PM that was allocated to all levels of projects which include Windows 7 upgrade (enterprise wide), implemented PCI (payment card industry) compliance companywide for

security audits, and managed all IT deliverables for new and existing construction builds.

EXPERIENCE Project Accountant Life Time Fitness - Bloomington, MN July 2011 to February 2015

Lead Accountant on all projects related to assigned territory. I managed over \$10 Million in sales per

year. Lead building exercise in the Project Accounting team Education Bachelor of Science in

Marketing & Managerial Accounting Minnesota School of Business-Richfield - Richfield, MN 2007

Master of Arts in MANAGEMENT CONSULTING & ORGANIZATIONAL LEADERSHIP Adler

Graduate School-Richfield - Richfield, MN Skills Project Management

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