

Business Project Manager III- Telecommunications/ IT Business Project Manager III- Telecommunications/ IT Business Project Manager III- Telecommunications/ IT - via Insight Global London, OH Work Experience Business Project Manager III- Telecommunications/ IT via Insight Global - Dublin, OH August 2018 to Present Coordinate departmental and cross-functional teams while focused on delivering new or upgrading existing products/ transports. Plan and manage company resources to execute development project or project components from design phase through implementation Track and manage orders in various internal systems to ensure timelines are met and mitigate fallout Types of orders and pillars managed: MPLS, broadband, and SD-WAN deployment Identify and communicate project scope and ensure program milestones and objectives are met Manage vendors for cross-functional activities, ensuring completion of the project i.e. product on schedule and within budget constraints Acts as a liaison between clients and carriers/vendors Build project plans that include: timeline, scope of work and budget Facilitate customer facing meetings and calls while identifying and communicating project scope and ensuring program milestones and objectives are met Prepare daily and weekly reports and metrics from multiple order entry, workflow and inventory systems as well as support data marts / databases for customers and internal executive teams Project Manager - Retail IT Spencer Technologies - Ashtabula, OH August 2017 to August 2018 Develops project plans from customer requirements and interactions Manages all aspects of LV cabling and IT/POS install for new construction and relocations for various clients Types of projects: new store construction, relocations, brand rollouts and network refreshes Develop scopes of work for program deployments and new store construction Pre plan all onsite visits for technicians in the field Handles all invoicing for projects and rollouts for clients along with all budgets internal/external Acts as a liaison between technicians in the field with clients and various third parties Prepares estimates from bid sheets and spec sheets from client Project Coordinator Vectra Visual - Columbus, OH August 2015 to August 2017 Communicates customer expectations to team members, and ensures that projects are produced within estimated hours and meet customer requirements. Maintains and monitors daily WIP reports Communicate with Shared Resources, manufacturing and others on WIP,

incoming work and financials Completed project tickets and schedules for manufacturing team
Collects and works with grids of production for multiple signage/printing to multiple retail locations
Writes purchase orders and estimates for internal & external production Review billing for
accuracy versus estimate and quote Ensure quality control through the entire project Works
closely with clients and graphic design on all prototype projects Co-Owner/Operator Broken Records
& Beehives LLC - Columbus, OH 2013 to September 2016 Handle all accounting duties of BR & B
Oversee all ordering and purchasing of inventory Operations Manager/ Account Manager Williams
Lea - Columbus, OH 2007 to 2013 Account Manager/ Project Manager at Nationwide Children's
Hospital Supervised staff of 14 FTEs of the Print Shop, Mail Room and Design Support Team at
NCH. Managed operations budget of \$4 million for Print Shop and \$2 million for Mail Room at
Hospital. Reduced expenditures by 15% over the last 3 years while increasing production by 18%
Consistently hit projected revenues for Williams Lea budget Scheduled, planned and estimated all
incoming print jobs Oversaw all production of Print Shop - 12 million + black and white
impressions and 6 million color impressions per year. Oversaw all Mail Room duties- 1.5 million
pieces incoming mail, 750,000 inter office mail, 300,000 medical records and 600,000 outgoing
pieces Responsible for purchasing, distributing and maintaining inventory for entire operation.
Worked directly with Directors of Supply Chain Operations, Creative Services and Marketing 99.1
% accuracy on all completed jobs from Print Shop Managed all large volume/multiple location
projects for both departments Helped renegotiate two contract renewals with the hospital.
Manage and develop all aspects of customer service throughout department Project Manager
Imaging Clicks Document Management - Columbus, OH 2005 to 2007 Responsible for managing
large volume litigation imaging/copy projects according to client deadlines. Involved in the quoting
process to current and prospective clients. Involved in all aspects of customer service from initial
contact through completion of project. Consult with client in regards to the most cost and time
effective solutions for their document production needs. Supervise imaging specialists in regards
to large volume and onsite imaging projects. Education Bachelor of Arts in Broadcast
Communications in Broadcast Communications Westminster College - New Wilmington, PA Skills

Scheduling, Outlook, budget

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