

Senior Business Analyst Senior Business Analyst Senior Business Analyst - Disney Heathrow, FL
Detail oriented Portfolio Management professional experienced across multiple industries. Currently supporting four lines of business, with an active portfolio of \$42M. Work Experience Senior Business Analyst Disney - Orlando, FL October 2018 to Present

- * Act as subject matter expert regarding overall status of entire portfolio, covering multiple business lines, and totaling over \$42M in active projects.
- ? Assist in portfolio management by collaborating with Project Manager/Mangers for project status, and overall project health.
- * Provide comprehensive portfolio briefings to senior management to include initiatives in the funding process, active projects, as well as project accomplishments.
- * Performed as Portfolio Analyst in securing \$7M of capital funding for 6 initiatives in less than 4 months.
- * Owned the annual capital planning for a Technology Infrastructure team totaling \$12M, with a five-year plan grossing \$42M.
- * Produce monthly scorecard, inclusive of all lines of business within the portfolio.
- ? Content includes accomplishments, availability metrics, and line of business roadmaps.
- * Partnered with management to initiate merger of Technology and Digital teams.
- * Identified areas of opportunity within the portfolio and developed action plans to address.
- * Coordinated the creation of a new Technology Forum that allows for project teams to promote accomplishments, share lessons learned, and provide insight into new processes.
- * Designated as hybrid role within the Planning, Strategy, and Integration team to complete various ad hoc initiatives such as:
- ? Collaborated with Facilities Management team to understand current headcount and future headcount needs across the Disney Signature Experiences Technology teams.
- ? Facilitated and coordinated the relocation of 100 technology resources in less than 30 days, with little impact to business deliverables.
- ? Coordinated an action log among Directors to define ownership, status, and plan to resolve outstanding issues.
- ? Worked with business partners to understand new initiatives and guide discussions to document the need, value case, and research industry analysis.
- ? Provided business analyst services in defining process flows among multiple teams and in parallel with security and compliance partners.

IT Project Manager II Kemper - Jacksonville, FL February 2017 to October 2018

- * Assisted in development of Enterprise Portfolio Management, organizing a backlog of 180+

requests ? Guided in prioritizing ranking of projects per team ? Provided alignment of projects with overall strategic planning of corporate goals and objectives ? Created executive dashboards displaying capacity ? Instituted monthly portfolio updates for executive consumption * Documented and trained on PMO best practices * Audited schedules for completeness and proper creation and storage of artifacts ? Reported on repeat offenders and scheduled review meetings for compliancy * Managed RAID logs to prevent and mitigate risk * Responsible for the implementation and delivery of projects on time, within budget and with appropriate quality expectations ? Maintained and built out project schedule, worked with team leads to reserve resources and projected total effort needed to complete requirements ? Defined scope and objectives ? Status reporting at the executive level * Experienced in Full SDLC ? Managing functional, integration, database and regression testing * Provided immediate updates to SharePoint, Planview, JIRA, and MS Project * Scheduled environment deployments to align with business needs * Crucial to delivering enterprise wide communications regarding new product offerings, and organizational change management messages

Project Analyst Johnson & Johnson Vision Care - Jacksonville, FL November 2015 to February 2017 * Coordinated schedules and timelines between engineers and clinical trial staff * Tracked development activities and managed multiple projects through data collection. * Monitored time sensitive goals and objectives to exceed expectations * Performs conceptual analysis and forecasting resource requirements * Solving complex problems arising during ongoing projects * Track plan cost versus actual cost to ensure budget adherence and the proper allocation of resources * Conducts biweekly meetings to senior staff to share progress reports * Utilized root cause analysis to define technical problems * Worked closely with outside vendors to determine logistics, cost effective transactions, and contracts for use of proprietary information. * Proficient in following established procedures, documentation collection, and making sure all products are in FDA clinical compliance. * Defined and edited parameters needed for quality protocol development with principal investigators. * Demonstrates understanding of quality systems * Aided in research and development, in the formulation of new therapeutic medical device technology, using problem-solving skills to deliver under huge restraints.

Quality Assurance Analyst/Chemist Revlon -

Jacksonville, FL May 2015 to November 2015 * Improved current systems and processes through identifying evolving technologies. * Conducted logistics support plans life cycle management maintenance and other relevant operations. * Provided recommendations for improvements in regular reports documents and technical briefings. * Analyzed bulk chemical shipment samples, as well as in-process goods and finished products under GMP regulations. * Assessed claim payment impacts and accuracy rates on a regular basis. * Supervised dispersal of bulk product through manufacturing operations to ensure minimal microbiological contamination * Worked with technicians in development of bulk batches * Reviewed raw material selection * Operated and maintained analytical instrumentation and prepared lab reports summarizing findings. * Adhered to FDA mandates, cGMP guidelines and internal quality-control policies, proficient in aseptic laboratory techniques. * Responsible for mentoring production staff in quality to help reduce micro contamination issues.

Insurance Verification Specialist Georgia Gastroenterology Group - Savannah, GA May 2014 to March 2015 * Coordinated patient data collation with various external referral sources. * Initiated the pre-authorizations/pre-determinations for accurate insurance verification and processing to ensure patients receive treatment and medications within established patient/company standards. * Maintained and revised procedural lists, control records and coded schemes to process source data * Excellent familiarity with hospital and pharmacy environments * Strong grasp of database integrity procedures * Superior abilities with MS Office applications including Excel Access and Word * Coordinated patient data collation with various external referral sources. * Resolved disputes in collaboration with contract administrators. * Maintained and conducted research in payer database.

Education Bachelor of Science in Chemistry in Chemistry Savannah State University - Savannah, GA May 2015 Skills Organizational skills, Excellent organizational skills

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