

IT Project Manager IT Project Manager IT Project Manager Miami, FL Work Experience IT Project Manager City National Bank of Florida - Miami, FL January 2019 to Present Managed projects across multiple departments including Marketing, Training, IT, Digital Channels and Cybersecurity Composed and submitted Request For Proposals for Website Redesign project Coordinated with vendors to ensure SOWs are complete in a timely and orderly fashion Created multiple dashboards in Smartsheet to give PMO and key stakeholders live snapshot of the projects in-flight Automated Change Request process to eliminate manual portion Regularly presented to executive leadership Created Operations timeline for the COO Implemented new Smartsheet security feature to minimize risk with sensitive information Generated Vendor Selection Matrix to streamline the vendor selection process Created Project Plans, Project Signoffs, Issues Log, Risk Log, and Action Items Tracker in Smartsheet per PMO guidelines Constantly reviewed PMO processes and improved upon them when automation was available or the need arose Only individual in the bank who has been certified by Smartsheet Specialist - Software Delivery Project Manager AT&T - Atlanta, GA June 2014 to August 2018 Spearheaded delivery of over thirty projects Collaborated with over twenty different applications across multiple projects Authored status reports in Microsoft Powerpoint and Excel to senior leadership and teams Presented key data to senior leadership for project transparency Facilitated weekly status meetings to ensure seamless communication between key stakeholders Composed project plan in Microsoft Project and Excel to increase project efficiency by 20% Fostered project management processes and best practices Leveraged agile development through monthly deployments after each iteration Forecasted project financials and formulated budgets of over \$4,000,000 Executed ad hoc solutions to unknown issues Mitigated projects risks through devised risk solution plans to revert numerous projects from Red/Yellow back to Green Negotiated with third party vendors to reduce costs by 10% Ensured proprietary project management processes and procedures were kept up to date Technical Intern AT&T - Atlanta, GA June 2013 to June 2014 Oversaw project creation and completion in internal tool Executed project management playbooks for resource allocation Headed master list of tools and modules increasing efficiency by 15% Illustrated enhancements to

improve field operations reducing costs by 20% Acquired impertinent project data as the assistant
Project Manager Education Bachelor's in Computer Information Systems Gerogia State University -
Atlanta, GA August 2009 to May 2014 Skills Microsoft Office Microsoft Office Suite, Google Docs
Microsoft Project Waterfall/Agile Methodology Agile Development Rally Agile Software Project
Scheduling Strategic Planning Verbal and Written Communication Leadership Negotiation Team
Management Risk Management Cross-team Integration SQL, Information Technology, PM, SDLC,
Software Development, Waterfall, PMP, Project Management Links
<http://linkedin.com/in/alfredo-paulino> Certifications/Licenses Project Management Professional
(PMP) December 2017 to Present Issued by PMI Smartsheet Certification June 2018 to June 2020
Issued by Smartsheet

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