

Associate IT Project Analyst/ Project Manager Associate IT Project Analyst/Project Manager
Associate IT Project Analyst/ Project Manager - UnitedHealth Group Parsippany, NJ Authorized to
work in the US for any employer Work Experience Associate IT Project Analyst/ Project Manager
UnitedHealth Group - Basking Ridge, NJ July 2015 to Present Following PMI standards to manage
multiple projects throughout the project life cycle stages of initiating, planning, executing, monitoring
& controlling, and closing. Pulling and presenting data to track, document and report on multiple
applications Generating metrics, status reports on a daily basis and as requested Obtaining data
and verifying validity of data and analyzing data as required to ensure accurate data representation
Monitoring various projects and keeping track of cost, spending, and utilization of resources
Reviewing and reporting the project's budget and finances Routinely performing complete or
component project analysis Notifying the entire project team about abnormalities or variances
Identifying issues within the project team and resolving them using conflict management strategies
Assistant Manager The UPS Store - Metuchen, NJ January 2015 to May 2015 Worked with other
managers to plan and direct the work of the organization. Used company reports to analyze sales,
gross profit and inventory activity. Identified trends and recommended proactive or remedial action
to manage business situations. Worked with management to develop and implement actions that
protect company assets and profitability Pro-actively handled customer complaints and assisted
customers with problems to reach a resolution Math Tutor HEROES Academy - New Brunswick, NJ
April 2014 to June 2014 Tutored multiple students each day in various math subjects ranging from
Basic Algebra through Calculus I Prepared daily lesson plans for each student based on individual
needs Coached students to think critically to solve problems and assessed performance through
weekly quizzes Education MBA in IT Management New Jersey Institute of Technology - Newark, NJ
May 2019 BA in Information Technology & Informatics Rutgers University - New Brunswick, NJ
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