

Senior Project Coordinator Senior Project Coordinator Senior Project Coordinator Portland, OR \* A project coordinator with over 12 years experience supporting senior management focused on successful completion of large enterprise projects. \* Over 12 years of direct participation with project teams in PMO environments; targeting project deliverables. \* A skilled communicator: fluent in the development of strategic organized communication. \* Highly competent presenting detailed information to a cross-org. stakeholder audience. Ability to translate ambiguous information into actionable tasks. \* Experience as interim project manager: developing project plans/schedules, leading core team meetings. Extensive project documentation skills. \* Experience working with Agile PM methodology, Jira board use, participation in daily stand up meetings. \* Adaptable. Fully capable to support multiple tasks with varied deadlines, performs well under pressure. \* Enjoys a team/collaborative environment. Equally comfortable working autonomously. Excellent interpersonal and customer service skills.

Work Experience Senior Project Coordinator Kaiser Permanente October 2018 to May 2019 Contract/ Remote Telecommute team) Provided project support for: Director plus 3 Program Leads, promoting a new IT services group to internal audience Drafted -developed and published Process maps for 5 internal processes used by team members Facilitation /Administrator of main Share Point site; including design-editing of site pages, content, documentation. Technical Environment: MS Office 2016, SharePoint, Power Point, Visio 2016, MS Teams. WebEx/ Skype for Business Meeting App. PM Environment: Agile, Waterfall Project Coordinator Wells Fargo Bank, IT Group July 2018 to October 2018 Contract /Remote Telecommute team) Provided support for senior management team focused on converting business PCs and virtual devices to Windows 10 on a enterprise level. Technical Environment: MS Office 2010, SharePoint 2013, Power Point, Skype for Business Meeting App. PM Environment: Waterfall Training Coordinator January 2018 to April 2018 Contract) Supported senior team responsible for training of a new PGE CIS system impacting 1000 employees. Direct (daily) interaction with multiple classes of 15-20 stakeholders enrolled in training sessions. Contributed to project training schedule, daily review of classroom schedule/logistics. Prep of management reports on training data Administrator of SharePoint site for Trainers/Proctors use. Technical Environment: MS Office

2010, SharePoint 2013, Power Point, LMS, Skype for Business Meeting App. IT Project Coordinator - Project Manager HPE Data Center Infrastructure PMO, North America National Office April 2017 to November 2017 Contract /Remote Telecommute position) Provided project support for HP IT team: Sr. Program Manager, Program Lead, 6 Project Mgrs., 4 Network Architects Presented tech/ops migration strategies directly to end Client; facilitated bi-weekly client-core team meetings targeting resolution plans for Data Center migration. Technical Environment: MS Office 365, Project, SharePoint 2013, Visio, Skype for Business Meeting App. PM Environment: Waterfall Project Coordinator, PMO - Compliance Initiatives IBM - Beaverton, OR April 2016 to August 2016 Contract) \* Direct report to Compliance managing director; and team of 15 individual project managers. \* Scheduled daily stand-up meetings for Agile projects, completed status reports for weekly PMO presentations. Technical Environment: MS Office 365, Project, SharePoint 2013. WorkFront database. PM Environment: Agile, Waterfall IT Project Coordinator, Enterprise Project Kaiser Permanente, National CD-BIO Team, Program Execution Office April 2015 to October 2015 ICD-10 Code Rollout, (Contract) 4/2015 - 10/2015 \* Facilitated weekly cross-org. meetings with national team members and 7 separate regional partners; Meetings focused on: prep, testing, launch plans of enterprise project for Kaiser Permanente HealthConnect org. \* Published master project timeline to National team and 7 regional business units. \* Administered main National ICD-10 Web Share Point site for cross-org. use and communication. \* Full coordination of offsite (out-of-state) Team Command Center site used as main ICD-10 team communication center. Technical Environment: MS Office 2013; Project, SharePoint, Visio. Lotus Notes 9 Edition, Remedy, Clarity PPM, WebEx Meeting. PM Environment: Waterfall New Product Initiatives, NPI Coordinator - Project Manager TE Connectivity - Medical Device Division - Wilsonville, OR July 2012 to December 2014 \* Supported PMO teams including: 8 Project Managers and 6 NPI Product Managers. \* Identified/mapped process improvement paths within PMO on New Product Initiative (NPI) tasks/deliverables. \* Managed NPI Project launch process to ensure smooth project transition between internal teams. \* Active participation scheduling and attending daily stand up meetings using Agile project management methods. \* Facilitated weekly project meetings, including:

Dashboard review, NPI data and gap-closure analysis. Technical Environment: MS Office Suite 2013, MS Access/ Share Point/Visio. Salesforce.com, Program Central Enterprise, PM Environment: Agile, Waterfall IT Project Coordinator Kaiser Permanente, NW Facilities - Portland, OR April 2011 to November 2011 \* Provided status updates and analysis on multiple IT projects for project managers/network engineers located at various sites in OR and Washington. \* Contributed to internal IT content page using Share Point. Updated regional project timeline, scheduled deployment dates for site-specific IT equipment installs for all Pacific Northwest region. PMO Project Coordinator - Operations Analyst III Tektronix, Inc - Beaverton, OR March 2006 to December 2009 \* Collaborated with IT management and cross-org. team stakeholders to design/ execute field-ready communications and project strategy plans. \* Developed Excel-based scorecard metric reports to track New Product initiatives (NPI's) progress in Product Development. \* Facilitated training for new users of resource management tool; conducted end-user (UAT) testing to measure tool and process effectiveness for stakeholder audience. \* Share Point Administrator: managed site design, permission structure, for two internal PMO sites Site included links to instructional videos for training purposes, policy documents /processes. \* Authored/distributed biweekly email updates and monthly status report of product development projects/timelines for the Instrument Business unit, covering 8 product lines in various locations: OR, the U.K., Japan, China, and India. Technical Environment: MS Office, Excel, Project, Share Point, Visio. Adobe Captivate. Proprietary resource database. PM Environment: Waterfall, CPM, Agile Education Communications University of Colorado at Denver - Denver, CO Skills MS OFFICE (10+ years), SHARE POINT (10+ years), MS PROJECT (8 years), VISIO (8 years), SALESFORCE.COM (2 years), JIRA (2 years), ILLUSTRATOR (8 years), LMS (1 year), MS Excel (10+ years), Project Management

Name: Lisa Alexander

Email: burtontrevor@example.org

Phone: 001-932-860-3353x5791