

IT Project Coordinator IT Project Coordinator IT Project Coordinator - Enstar Group Columbia, SC
Work Experience IT Project Coordinator Enstar Group - Columbia, SC August 2018 to Present
Manage reporting of project financials for 10 Claims/Mergers & Acquisitions projects, with budgets ranging from 30k to 3 million dollars. Create and update project charters, project plans and track risks, assumptions, issues, process flows, and dependencies logs (RAID). Managed all administrative and logistical functions for IT projects. Closely collaborated with project members to identify and quickly address problems. Business Analyst Consultant-Contractor Systemtec - Columbia, SC August 2017 to March 2018 Updated business processes, including business work flows and the necessary roles/responsibilities for the data center. Collaborated with IT and business to determine and document systems interactions, workflows and inter-dependencies within the current and future agency technology infrastructure. Mapped process activities to identify shortfalls and identify options to rectify operational inefficiencies. Applied honed problem-solving skills to analyze and resolve issues impacting business operations and goal achievement. Created workflow diagrams and Gantt charts to clearly demonstrate IT processes and timelines. Technical Project Manager-Contractor Apex Systems, Inc January 2016 to August 2017 Led global project team (10 member team across 3 countries) in decommissioning data centers, reducing the number of data centers needed. Facilitated working sessions and provide updates to senior executives. Created and monitored change requests using BMC Remedy. Reduced the number of backouts by diagnosing and resolving workflow challenges prior to execution of data center moves. Technical Program Consultant-Contractor Ettain Group-Lowe's Companies - Charlotte, NC September 2015 to November 2015 Managed projects for Digital Analytics and Optimization team, including automating stakeholder requests, creating and maintaining SharePoint site, and establishing processes for testing department. Created SharePoint site to track all project information for upper management and other stakeholders/customers, including project schedule, forms for customers to submit testing requests (increasing efficiency, while decreasing time from submission to approval/rejection), and daily metrics. Project Consultant PricewaterhouseCoopers - Columbia, SC November 2012 to September 2015 Managed the daily operations of IT software upgrades.

Delivered data analysis and documentation for the appropriate milestones (i.e. Requirements Specification Document, Project Budget, Project Management Plan, Non-Disclosure Agreements). Operated as the SharePoint Administrator, and transformed how the department documented projects. Utilized MS Excel and Visio to create project trackers and process flows. Developed user stories as well as wrote test scripts for user acceptance testers to ensure the software is working as designed and designed to meet the expectation of the customer. Gathered requirements for ongoing projects and organized details for management use. Education MBA in Project Management American Intercontinental University Bachelor of Science in Industrial Management Clemson University

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