

Project Manager II Project Manager II Project Manager II Sanford, FL Dedicated and driven leader in Project Management. Enjoys a challenge and is very technically minded. Successfully managed projects ranging in size from \$10k to \$2.5M. Work Experience Project Manager II FIS GLOBAL - Maitland, FL November 2017 to February 2019 Project Manager for conversion/implementation project teams Liaised between client, technical teams, and vendors for troubleshooting and general questions/issues Closely monitored projects risk using business judgement to mitigate via avenues such as change management (CMS), Change Requests and Executive Level Steering Committee meetings Created weekly status documents including milestone and action items while keeping frequent communication with clients through regularly scheduled meetings Responsible for review and adherence of client's contract including strict compliance to the change management policies outlined in a Statement of Work (SOW) and documenting business requirements Ensured work request outside the SOW were communicated to the appropriate FIS departments Working knowledge of Jira and PlanView Updated procedural documentation Project Manager Jeunesse Global - Altamonte Springs, FL January 2016 to November 2017 Project Manager for President of all North America Gathered business requirements for utilization of stakeholder buy-in Managed and rolled out technological projects for North America Market Managed projects utilizing external vendors Managed small and medium projects that spanned across multiple departments including Operations, IT, and Marketing Created and reviewed reports utilizing business analysis to develop sales strategies Implemented best practices to manage and monitor projects and resolve issues IT Project Manager APEX COMPUTER SYSTEMS - Orlando, FL May 2012 to November 2015 Managed small, medium, and large IT projects that spanned across multiple departments including external vendors Prepared and presented Project Summaries and Lessons Learned to senior management Managed coordination across multiple stakeholders from both IT and Business Partners to ensure project objectives were met Managed costs, schedules, and quality by overseeing project deliverables, ensuring schedule and budget were met Managed training and development of company Wiki and Telecom Admin Wiki Process and playbook documentation Adjunct Instructor Systems and Network Technology VATTEROTT COLLEGE - Omaha, NE April

2009 to March 2011 Instructed Hardware Fundamentals, PC Repair, and OS Support classes using hands on training Supervised student Windows 2008 Server Setup along with AD Domain configuration Tutored CompTIA A+, Network+, and Vista certification classes Education Bachelor of Science in Management of Information Systems University of Nebraska at Omaha - Omaha, NE Skills Project planning, Risk analysis, Migrations, Life cycle, Budgeting, Problem solving, Team building, Quality assurance Assessments Project Management Skills: Budgeting Highly Proficient January 2019 Measures a candidate's ability to manage project budgets by appropriately allocating and monitoring financial resources. Full results: [https://share.indeedassessments.com/share\\_assignment/muutbh5mzvbuwgc](https://share.indeedassessments.com/share_assignment/muutbh5mzvbuwgc) Critical Thinking Highly Proficient August 2019 Using logic to solve problems. Full results: [https://share.indeedassessments.com/share\\_assignment/vs3kuoljknq-lf2n](https://share.indeedassessments.com/share_assignment/vs3kuoljknq-lf2n) Organizational Skills Proficient May 2019 Arranging and managing information or materials using a set of rules. Full results: [https://share.indeedassessments.com/share\\_assignment/wdwwfbweyzkcjbcf](https://share.indeedassessments.com/share_assignment/wdwwfbweyzkcjbcf) Management & Leadership Skills: Impact & Influence Proficient January 2019 Measures a candidate's ability to adapt their leadership style to accomplish goals using rational or emotional appeal. Full results: [https://share.indeedassessments.com/share\\_assignment/fhm5mcha0rpa5-wb](https://share.indeedassessments.com/share_assignment/fhm5mcha0rpa5-wb) Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field. Additional Information SKILLS Project Management, Team Building, Leadership, Negotiation, Project Planning, Quality Assurance, Project Life Cycle, Budgeting, Risk Analysis, Enterprise Implementations, Infrastructure Migrations, Problem Solving

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