

Project Manager (PMO/ IT) Project Manager (PMO/IT) Project Manager (PMO/ IT) - Lake City Bank
Work Experience Project Manager (PMO/ IT) Lake City Bank May 2018 to Present Build and maintain relationships with senior leadership, key sponsors, and product managers Solidify best practices and establish clear roles and responsibilities for project teams and stakeholder teams Develop and facilitate intake and prioritization processes to develop and maintain an enterprise-level portfolio Define, manage, and direct the end-to-end PMO work effort, which includes leveraging best practices and techniques in identifying, quantifying, and tracking the realization of expected benefits defined in business cases Lead the implementation of project management processes, methods, tools, guidelines, and standards to improve project delivery Define and embed project control and governance Build and modify project management templates and training materials to reflect lessons learned and industry best practices Capture relevant metrics associated with project delivery and portfolio management Ensure documentation, supporting materials, and project plans are updated and readily available for internal teams and senior leaders Ensure post-project reviews are in place and include lessons learned and stakeholder feedback Direct project management staff and balance workload and assignments Regularly review and evaluate opportunities to improve the project management processes to achieve higher maturity IT Project Management Robert Half Technology - Indianapolis, IN April 2018 to May 2018 3 Week Contract) Manages people for programs or projects involving department or cross-functional teams focused on the delivery of projects and/or programs into a finished state Plans and directs schedules as well as project budgets Monitors the program/ project from initiation through delivery, interfacing with customers or department personnel Organizes project activities that may require interdepartmental meetings and communication ensuring completion of the program/ project on schedule and within budget constraints Assigns and monitors work of technical personnel, such as systems analysts and programmers, providing support and interpretation of strategic project goals and objectives Developed new system by closing the gap on contract initiation to project implementation Organize, structure and lead implementation teams Automated project status report for executives to improve project transparency Automated issues and risk tracking process IT Project

Manager-PMO Lippert Components - Goshen, IN June 2017 to April 2018 Setup and establish a digital project management office for the division Worked on capital construction projects to ensure successful delivery The division went from using excel for project management to using a digital platform to help manage their projects Increased project transparency, established accountability and digital reporting across the division Created a digital project approval process to help with quicker project turnaround Ensured strategic organizational alignment on all projects across the Chassis division Reduced travel expenses to meetings by 25% by using remote communication tools Collaborate with Senior Management to negotiate technology project priorities, proactively identify project opportunities, and resolve resource performance issues. Developed and provided project management training to project leaders and facilitators across the division Lead and coach project leaders throughout the division Developed the project charter, business cases, statements of work, project management plan and work-breakdown Facilitated the setup of IT programs for functional business units across the division

Food Safety Data Manager Kraft Foods May 2015 to October 2015

- * Lead, coached and managed a team of 4 Food Safety consultants
- * Multi-site management(33 plants), of product formulations to ensure food safety adherence with FDA
- * Continuously improving the process of obtaining food safety data, and ensuring adherence to specifications.
- * Performed 360 reviews
- * Created audit scheduling for external co-manufacturers
- * Implemented new digital platform for improving the CAPA process closing over 500+ from backlog using project management

Project Management Hillshire Brands September 2013 to April 2015

Research and Development) Packaging Development Data Analyst II

- * Supported product launches by developed and implemented packaging specifications common work methods, artwork, BOM's and palletization instructions enabling speed to market objectives.
- * Participated in plant packaging trials based across all manufacturing sites and co-mans
- * Multi-site project management standardizing packaging components to optimize cost savings by reconfiguring pallet formations, regulatory changes for 11 plants across the United States
- * Responsible for maintaining the related technical data within defined systems, facilitating the review and approval processes of new materials
- * Developed and coached new employees through training on system use and
- *

Developed curriculum and training material * Executed training programs, promoting excellence in system use. * Provided information for performance reviews * Provided technical expertise to those that work in our data management systems and with suppliers and vendors for changes and updates to packaging materials. * Project Management Volunteer City of South Bend-MBE/WBE Utilization Board Member-April 2019-Present Junior Achievement-April 2018-Present Suite for Veterans-May 2018-Present Project Management Institute-May 2016-Present Education MBA in Project Management Columbia Southern University Bachelors of General Studies in Labor Studies Indiana University of South Bend - South Bend, IN

Name: Susan Hughes

Email: kimgibson@example.net

Phone: 001-469-993-2858x7900