

IT Head of Special Programs and Standards IT Head of Special Programs and Standards Head of Special Programs and Standards Kansas City, MO Experienced Leader with a solid history in the areas of Project Management, PMO startup, System Development and client relationship management. Experienced in cross-functional team leadership; client, IT team, business teams. Successful implementation of high volume programs with quick delivery dates. Experienced in software development, problem solving, negotiation and risk and issue mitigation. Expert skills in managing client relationships. Authorized to work in the US for any employer Work Experience IT Head of Special Programs and Standards CLYDE & CO US LLP - Kansas City, MO March 2019 to Present Capacity and Resource planning Enterprise metrics Project intake Standards development Project Portfolio Management Process development Director Program Management Office Sedgwick, LLP - Kansas City, MO August 2017 to April 2018 PMO Strategy Development Portfolio Management and KPI Development Mentor and Leader Stage Gate Methodology Development and Implementation Streamlined Attorney Data Transfer process Firm Dissolution Planning and Execution Technical Project Manager Se2 - Topeka, KS June 2016 to June 2017 Client facing, client focus. Stakeholder Management. Development of Senior Leader Client meetings. Transformed Project Management Process for small projects in just weeks. Increased efficiency by 60% Responsible for budget projections for the Client invoicing. Development of an intake process for all new change requests. Managed the development and implementation process of services involving departmental and cross functional teams focused on the delivery of new and existing system changes. Developed tools and processes to manage the client's project portfolio more cost effectively. Project Manager III Hallmark Cards, Inc. - Kansas City, MO 2009 to 2015 Managed multiple, complex, and concurrent technology projects at varying stages, across varying customers. PMO startup for innovation business model. Spear-headed the development of a Senior Leader Stage Gate process that contributed to \$30 Million in revenue and cost avoidance in excess of \$500,000+ per year. Implementation of a SharePoint process that enabled all areas of the company to share important project documents. Enabled better communication and increased efficiency. Facilitated and Executed LEAN initiatives that resulted in

a 30% head count reduction and cost savings in excess of \$1M per year. Applied Statements of Work and Business Requirements gathering expertise. Responsible for the leadership of the scheduling organization. Managed Senior Leader Forum. Logistics Program Manager Hallmark Cards, Inc. - Kansas City, MO 2001 to 2009 Managed a portfolio of 10+ projects simultaneously. Led the technical blueprint process for the SAP Order to Cash initiative. Technical Subject Matter Expert for product launch and execution. Functioned as Technical Expert and consistently led the most complex, large scale (\$100M-\$250M), consumer product programs. On-time delivery was increased from 85% to 95.5%. Contributed to annual cost savings in excess of \$500K by developing a cross-functional team facilitation process to minimize inefficiencies, which increased communication and avoided unnecessary costs. Developed an internal consulting approach that contributed to increased efficiency and led to a high level customer satisfaction rating of 4.7 (out of 5.0). Education MBA in Marketing and Management Rockhurst University - Kansas City, MO BBA in Computer Information Systems University of Arkansas - Little Rock, AR Skills budget (5 years), change management (10+ years), problem solving (10+ years), risk assessment (8 years), team management (7 years), SDLC (10+ years), Cross-Functional Team Leadership (10+ years), Resource Management (8 years), Capacity Planning (10+ years), Coaching (8 years), Staff Development (5 years), Project Management (10+ years), Application Development (10+ years), Accounts Payable, Scheduling, Payroll, Billing Links <https://www.linkedin.com/in/jeanforeman/> Certifications/Licenses Project Management Professional (PMP) March 2009 to March 2021 Additional Information Areas of expertise include; KPI development, change management, LEAN, complex problem solving, strategy development, risk assessment, cross functional team management, budget and schedule development and stakeholder management. Ability to make decisions quickly. Strong communication and collaboration skills. Leadership and negotiation skills Ability to think strategically and evaluate business objectives.

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