IT Program manager IT Program manager IT Program manager - AmTrust Financial Services South Euclid, OH Authorized to work in the US for any employer Work Experience IT Program manager AmTrust Financial Services - Cleveland, OH December 2015 to Present   Manage internal IT functions on a daily basis, including Development and Infrastructure   Manage teams of 5 to 15 people on multiple projects ranging from minor to complex   Lead meetings for existing strategic and growth projects   Work with new and existing clients to develop new strategic programs   Experience in hiring, contract negations, training, and employee management   Tasked with analyzing our team's IT budget, Requirement budgets for hiring, equipment and software   Project Planning, Adjustments, and Execution   Risk Management, Financial and Time assessments, overall project viability QA Project Coordinator/ Project Manager AmTrust Financial Services - Cleveland, OH July 2014 to December 2015   Track projects to ensure they are on time, within budget, organized, and complaint   Work with and keep in constant communication with developers, technicians, analysts, and executives from AmTrust and other companies to ensure the projects are completed successfully   Take meeting notes and distribute to the group   Coordinate meetings for new acquisitions and IT development projects Programming Assistant/ Project Manager MCR Inc - Willoughby, OH March 2014 to November 2014   Maintained Company Equipment   Managed all IT Projects   Recorded all Software changes, updates, and developed a system manual   Developed testing methods used on in-house developed software   Aided in software development/server architecture Education Information Systems Notre Dame College May 2014 Skills HTML, VISUAL BASIC, DATABASE SYSTEMS, DATABASE, SQL SERVER Additional Information Skills   Excellent interpersonal and communication skills   Implementation of new project methodologies and structure between business and IT   Facilitated design/redesign of testing methods, development and workflow procedures   Enhanced company communication between project teams and IT development teams   Experience in database systems: SQL Server, SharePoint, VSTS   Trained in SQL, Visual Basic skills, HTML, C+   Adept in Adobe CC, Microsoft 360 applications, Project Online, and PowerBI

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