

IT Project Manager - AMAS Region IT Project Manager - AMAS Region IT Project Manager - AMAS Region - Booking.com (USA) Inc Los Angeles, CA Motivated and adaptable professional seeking a challenging Project Management position in a creative, team-oriented environment. Work Experience IT Project Manager - AMAS Region Booking.com (USA) Inc - Los Angeles, CA March 2016 to Present formerly IT Branch Deployment Manager) Los Angeles, CA Oversee and lead IT infrastructure portion of all new Branch build outs for North, South and Central America and the Caribbean; from planning, budgeting and procurement; to completion and sign off Work closely with Real Estate Project Management team for alignment and approvals throughout project Understand, build and develop high-performance networks; order, install and integrate circuits; manage infrastructure for horizontal cabling; manage MER/Server room build out, including flooring, HVAC, rack, power; install wireless, AV and VC Manage and schedule vendors and contractors, resolve conflicts, set expectations, inspire high morale Communicate between stakeholders, manage expectations Build relationships and rapport among team members, inspire positive outlooks, motivate team member learning and professional growth Oversee internal communication with IT team/engineers, fostering collaboration Oversee transition to IT support team one month after opening Oversee any office refurbishments, Network overhauls and upgrades Problem solve escalated Break/Fix issues Assist in migrating aspects of workflow to cloud based infrastructure solution: Voice, video conferencing system to Data Centers; paper filing to GSuite and GoogleDrive; printers to cloud Project manage the decommissioning of closing offices, with attention to IT Cross cultural training in Taiwan, Netherlands, Germany, Singapore Mentor office managers throughout projects and beyond completion Office Manager Booking.com (USA) Inc - Atlanta, GA June 2014 to March 2016 formerly Office Administrator) Atlanta, GA, Denver, CO Supported four offices in the US, one locally and three remotely, ensured that office policies and procedures were upheld Communicated effectively with all departments globally, including Leadership to promote procedural consistency in all offices Coordinated and maintained various office purchases and maintenance Sourced small scale IT orders and raised Purchase Orders for local and remote offices Recorded office expenditures and managed budget Served

as first line of defense for all IT related issues in local and remote office locations    Worked closely with IT Project Managers and Real Estate Project Managers to coordinate new and temporary office openings Education Political Science Berry College - Rome, GA 2007 to 2008 Skills Microsoft Office (6 years), GSuite (6 years), Facilities Management (10+ years), Customer Relationship Management (10+ years), Project Management (7 years) Certifications/Licenses PMP Signed up for PMP testing in August 2019.

Name: Jennifer Hunt

Email: michellelarsen@example.com

Phone: 220.500.4323x07774