

IT Project Manager IT Project Manager Project Manager Augusta, GA Authorized to work in the US for any employer Work Experience IT Project Manager CACI, Inc - Fort Gordon, GA December 2016 to Present Work in tandem with government customer (military and civilian) Develop project artifacts in order to obtain board approvals Interface with other offices/organizations to reconcile issues and advance the progress of projects Successfully lead fast track project pilot, completing a wide range of project types within target timeframe of <60 days Gather requirements, develop project schedules, prioritize tasking, and track progress of work towards implementation of requirements Serve as the single point of contact for the team from a contractual perspective, reporting requirements, and handling project issues Work as a team with engineers, customers, and other subcontractors to coordinate resources and activities across various Projects. Manage business, technical, and personnel for individual projects, such as engineering studies, network technologies and systems development for all project life cycle phases Federal Investigator Office of Personnel Management (OPM)/KeyPoint Government Solutions - Augusta, GA September 2015 to January 2017 Conduct background investigations for the purpose of determining employment suitability for people who require access to sensitive or classified government information Handle casework for Office of Personnel Management (OPM) Perform record searches at a variety of institutions (federal, state, educational, law enforcement, etc.) Project Manager of Institutional Effectiveness Office of Personnel Management (OPM)/KeyPoint Government Solutions - Augusta, GA February 2016 to April 2016 Manage large complex and enterprise level projects Create and execute project charters, budget management plan, organizational charts, risk management plan, work breakdown structures, communication plans, and review said documentation as appropriate to meet changing needs Create project schedule/timeline; facilitate team and executive sponsor meetings Responsible for overall direction, coordination, implementation, execution, control, and completion of projects while ensuring consistency with organizational strategies and goals Provide people change/adoption management on projects; lead/facilitate lean process improvement initiatives Provide leadership and facilitation for critical processes according to Project Management Institute's (PMI) best practices Project Manager-Implementation Automatic Data

Processing, Inc. (ADP), Inc - Augusta, GA December 2013 to September 2015 Responsible for implementing projects with a comprehensive annual revenue of \$1 million Managed 30 projects on average with 150 total stakeholders Build credibility, establish rapport, and maintain communication with stakeholders at multiple levels, including those external to the organization Drive the successful implementation of the entire product solution from Sales transition through Implementation to Service transition Plan, schedule, and control the activities of complex business projects. Monitor all project deliverables through the generation, maintenance, distribution and communication of key project documents, to ensure processes are followed and goals achieved Education Master of Business Administration in Human Resource Management Hawaii Pacific University - Honolulu, HI 2005 Bachelor of Science in Finance Hawaii Pacific University - Honolulu, HI 2002 Skills ADP (Less than 1 year), ADP HR (Less than 1 year), BENEFITS (Less than 1 year), CASE MANAGEMENT (Less than 1 year), CRM (Less than 1 year) Certifications/Licenses Project Management Professional (PMP) July 2013 to July 2019 Six sigma yellow belt March 2016 to Present Additional Information Core & Technical Skills Project Management Case Management Conflict Resolution Time Management Relationship Building/ Networking Vendor/Broker Relationships Corporate Projects Virtual Management Virtual/Global Training/ Mentoring Off-Shore ADP Workforce Now ADP HR/B Solutions (HRIS) ADP Benefits Expert & HR Profile (HRIS) ADP PC Payroll & Pay eXpert GoTo Assist/ Bomgar Microsoft Project 2010 MAIN (PMIS) Microsoft Groove eStart (PMIS) Microsoft Lync Vizio 2010 SharePoint Microsoft Live Meeting Siebel/CRM PeopleSoft Crystal Reports Unicru (Kronos) Recruitment Software MS Office Applications IBM Host On-Demand/ Payroll Mainframe Organizations & Community Toastmasters International: Official Charter Member Number: 01346651 Arbor Day Foundation

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