

Compliance Project Leader / Project Manager Compliance Project Leader / Project Manager
Well-Strategic and Results-Oriented Talented Project Manager Woodbury, MN Work Experience
Compliance Project Leader / Project Manager 3M - CORPORATE - ETHICS & COMPLIANCE -
Saint Paul, MN December 2018 to Present Project Manager in Ethics & Compliance (Legal Affairs);
lead global software projects and implement enhancements. ? Monitored progress and oversaw 3M
vendors to adapt and modify amenities, driving further efficiencies and accurate timely services
within compliance processes. ? Created entire training and communication materials for users,
imparting knowledge of compliance obligations and work instructions for Integrity Assessment
application. ? Analyzed Power BI data and all customer feedbacks, proactively identifying
enhancement opportunities, validating quality control, improving data and automating process. ?
Established lean methods and control plans for subject matter areas, incorporating document
retention policy. ? Leveraged Power BI, reducing cycle times, providing data, generating reports,
and improving user experience. ? Refined Integrity Assessment tool by using critical thinking to
identify defects and modernize the application. IT SAP Business Analyst / Project Manager 3M -
CORPORATE - GOVERNMENT CONTRACT COMPLIANCE - Saint Paul, MN February 2018 to
December 2018 Gathered data by analyzing and summarizing all U.S. Government contracts from
all the major businesses. ? Improved reporting and software by optimizing and streamlining the
process by identifying ways to influence decision making, time management and establishing a
collaborative working environment cross functionally. ? Spearheaded work instructions and utilized
tools for enhancing reporting and performance analysis. ? Modernized GCC SharePoint site for
better user performance by leveraging tools, policies, procedures and guidelines to train, assist, and
coach 3M employees on all government contracting needs. ? Identified gaps in 3M expenses,
developing into company-wide training, awareness and best practices. ? Invented and orchestrated
Onboarding Playbook for GCC department, consolidating all key information. Project Manager /
Business Analyst EDINA REALTY - CORPORATE - Edina, MN October 2017 to December 2017
Led Quality Assurance and User Acceptance Testing (UAT) for each monthly app and website
release. ? Researched, developed, and delivered complete design and functional requirements

aligned with strategic product roadmaps for enhancements by utilizing data usage of Azure and Google Analytics. ? Improved web enhancement releases drastically by reducing rework internally, using strong organizational skills, identifying ways to leverage decision making, and establishing standardized best practice culture. ? Formed new metrics by incorporating Six Sigma methods and guidelines for performance; subsequently utilized tools for enhancing operation and streamlined strategies for better reporting and data analysis. ? Enhanced web enhancements from 8 weeks to 4 weeks by incorporating strategic roadmaps. Project Manager UNITED HEALTH GROUP - Eden Prairie, MN, US December 2016 to June 2017 Managed business initiatives and used key strategic key tools to drive and support projects within United Health Group. ? Ensured on time and high-quality deliverables were met by influencing and directing within agile team. ? Conducted 4 teams and led User Acceptance Testing for 20 users through Software Development Life Cycle (SDLC), resulting in higher customer satisfaction, improved work stream, and reduced rework. ? Drove UAT by leveraging SharePoint with remote testers, resolving issues within 24-hour period. ? Directed operations platform for different functional areas of Optum Care by streamlining all 2017 and 2018 Strategic Operating Plans into one unified metric tracking system for better performance. ? Created new standard practices within the PMO, subsequently enhancing operation and individual development. Product Manager MOLEX INCORPORATED - Saint Paul, MN November 2015 to April 2016 Supervised market logistics, evaluated proposals, and determined selling price for 100 products at 4 international plants. ? Led development of New Product Introduction (NPI) from initial creation to a high-quality finished product by identifying opportunities for improvements and challenging all capabilities. ? Cultivated communication with internal stakeholders and customers, resulting in successful negotiations and more strategic buys, leveraging decision making and increasing margin. ? Implemented storage process for all products, resulting in 25% savings in storage fees, creating facility space, and standardizing business practice that increased revenue and customer engagement. ? Governed efficiently all Vendavo quotes, ensured profitability and reduced rework by identifying ways to leverage existing solutions or entering into new arrangements which met business goals. Project Control Specialist / Apparent Cause Investigator

WESTINGHOUSE - Shoreview, MN December 2010 to November 2015 Supported 20 Senior Project Managers in scheduling, agendas, presentations, issues, budgeting, cost analysis and risks.

- ? Investigated large manufacturing problems by identifying source and quickly implementing optimal solutions.
- ? Streamlined workflows in SharePoint and created lean practices, reducing waste for better quality products.
- ? Developed and integrated WinShuttle with SAP, resulting in greater financial accuracy by reducing manpower, reducing cost of poor quality, establishing project financial awareness and netting 20% savings per project.
- ? Created new metrics by incorporating best practices for better operational performance and modernized guidelines for future reporting which resulted in varies amounts of cost savings per project.
- ? Guided 200 invoices by incorporating tracking system to ensure accurate quarterly target earnings.

Project Manager / Designer TOLTZ, KING, DUVALL, ANDERSON & ASSOCIATES - Saint Paul, MN May 2004 to February 2009 Managed and designed several large-scaled Minneapolis-Saint Paul International Airport projects, ensuring efficiency. Education Six Sigma Green Belt Certification AUBURN UNIVERSITY - Minneapolis, MN 2018 Certificate BOSTON UNIVERSITY - Auburn, AL 2016 Master of Arts in Business Management THE COLLEGE OF SAINT SCHOLASTICA - Saint Paul, MN Bachelor of Science degree in Civil Engineering UNIVERSITY OF MINNESOTA - Minneapolis, MN Skills Data analysis, Change management, Problem solving, Continuous improvement, Six sigma, Process improvement, Advanced Excel, Product Development, Intermediate, Customer Service, Estimating, Scheduling, budget, Word, Outlook, Estimating, Scheduling, budget, Outlook Links <http://www.linkedin.com/in/josenbrawk> Certifications/Licenses Driver's License Additional Information COMPETENCIES Project Management Strategic Thinking Change Management Customer Focus Creativity Thinking Continuous Improvement Process Improvement Lean Six Sigma Problem Solving Data Analysis

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