

SENIOR PROJECT MANAGER SENIOR PROJECT MANAGER SENIOR PROJECT MANAGER -
Velociti Riverside, MO Strategic project manager, program manager and business analyst, offering
18+ years' expertise in various industries. Highly technical with proven track record of successful
project planning, resource allocation, revenue forecasting, and client communication. Authorized to
work in the US for any employer Work Experience SENIOR PROJECT MANAGER Velociti -
Riverside, MO 2017 to Present Began Facilities Managed Services Department for Velociti.
Created process with flows and procedures for all parties and lead day to day activities across
department and customer interactions. Efficiently vetted, organized, scheduled and facilitated
various vendors for performing technology deployments (Wi-Fi surveys, installations, VeriFone POS
device installations, and mobility device configuration and delivery) across various industries
Managed day to day responsibilities/activities of mobile field technicians Planned, executed, and
finalized schedules according to strict deadlines and within budget Interfaced with
customer/clients/partners on a regular basis, providing project status and problem resolution
Provided technical guidance and direction for all technology service integrations Assisted Account
Team with billing for time & materials services, and service agreements Established the Facilities
Managed Services Department providing monitoring and support for existing technology
deployments. Consultant Randstad - Overland Park, KS 2012 to 2016 PROJECT MANAGER II
Efficiently organized, scheduled and facilitated various departments and vendors regarding wireline,
wireless and IP backbone network architecture, deployment, provisioning and migration processes
Performs full life-cycle project management, leveraging strong leadership skills in completing
projects within budgets, established timeframes and scope Effectively mitigates project risks and
ensures quality results Facilitates project updates with key stakeholders, ensuring all project
participants stay on task IT PROJECT MANAGER CenturyLink - Overland Park, KS 2009 to 2011
Applied PMBOK methodologies in executing Corporate and Security Systems; operational systems,
intranet platform upgrades, software applications, PCI standards, content management system
creation and support including EHR (Employee Health Records/Benefit Management) Planned,
executed, managed resources, completing various IT, software development, and web services

projects Performed analysis and problem solving, and developed policies and procedures
Completed program development and project management duties in fast-paced environment
Charged with managing multiple high-profile projects, and presented project status to key leaders
Spearheaded internal and external clients in defining and analyzing functional project requirements
Translated project requirements into practical project outlines, leveraging Agile and Waterfall methodologies
SENIOR PROJECT MANAGER PROGRAM MANAGER Embarq - Overland Park, KS 2006 to 2009
Administered content management system, supporting Business Markets products and services
Led Business Markets Handbook Consolidation efforts, documenting current and future states in support of business requirements and capability development
Headed process and development of intranet portal transition
Spearheaded RFP process to evaluate business requirements, and selected innovative intranet platform software
PROJECT MANAGER PROGRAM MANAGER Sprint - Overland Park, KS 1992 to 2006
SOFTWARE ENGINEER BUSINESS ANALYST PROJECT MANAGER BUSINESS MARKETS VENDOR MANAGER TELCO ANALYST
Education High school or equivalent OLATHE NORTH HIGH SCHOOL - Olathe, KS 1989
HEALTH INFORMATION TECHNOLOGY National American University - Lees Summit, MO
Skills Dreamweaver, Crm, Ms office, Jira, Microsoft Project, Scheduling, Outlook, maintenance, budget, Sales, Salesforce (3 years)
Links <https://WWW.LINKEDIN.COM/IN/KAYLA-MAY-48B0051>
Certifications/Licenses Driver's License Additional Information
SKILLS MS OFFICE SUITE CLARITY VARIOUS CRM TOOLS JIRA DREAMWEAVER SALESFORCE WORK MARKET

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