Workstream Project Manager Workstream Project Manager Workstream Project Manager - DTI Chicago, IL Work Experience Workstream Project Manager DTI - Chicago, IL January 2018 to Present Assisting Cook County, IL (Assessor, Clerk, Treasurer, Board of Review, and Department of Geographic Information Systems) with implementation of Tyler Technologies iasWorld appraisal and tax administration software solution: Work closely with Program Manager on multiple project workstreams and activities   Develop and maintain implementation project plan   Manage all stages of the Clerk, Treasurer, Cashiering and Content Management project workstreams including scope, schedule, risks, issues and budget   Lead cross-functional meetings including preparing agendas, distribute meeting notes and recordings, and monitor/follow up on action items, risks, issues and decisions   Document and update RAID Log   Update weekly Status Report and provide holistic view of the overall project to the organization and stakeholders   Work closely with client project team members and SMEs on project plan daily tasks Technical Project Manager Thatcher Technology Group - Naperville, IL January 2017 to January 2018 Managed multiple client accounts delivering Prowess - a direct-selling, configurable solution designed for party plan and network marketing companies: Performed requirements gathering   Create and maintain project plans, test plans, contingency and cutover plans and post implementation support plans   Manage deadlines and coordination of project team and sub-team activities   Conduct client kick-off meetings Managed relationships with clients and stakeholders   Coordinate upgrades and related testing activities IT Project Manager The Vitality Group/Discovery - Chicago, IL October 2011 to January 2016 Managed health and wellness solutions for employer groups, insured groups and individuals: Cross functional management and coordination of 10+ highly complex IT projects simultaneously with teams of 15+ members   Facilitate project team meetings keeping stakeholders, client and external teams abreast of status   Estimate costs and manage project budgets ($500k+)   Assist with budget preparation / Create cost baselines and track against actuals   Identify and manage project risks   Mediate and resolve project team conflicts   Negotiate resource assignment   Create test cases for end to end testing   Manage and triage SIT/UAT defects   Plan, document and publish release schedules and deployment plans   Coordinate internal and external multi-team

production deployments   Collaborate with development team to ensure best practices in code branching, merging and versioning are met   Manage and triage production bugs by identifying and testing failures to find root cause   Facilitate lessons learned sessions Metropolitan Pier & Exposition Authority - Chicago, IL December 1998 to November 2009 IT Project Coordinator Metropolitan Pier & Exposition Authority 2005 to 2009 with implementing in-house upgrades for all departments to assist with focus on improvements on trade shows, conventions, meeting, expositions and public events: Consulted with management and review project proposals to determine goals, time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of resources   Developed project plans specifying goals, strategy, staffing, scheduling, identification of risks, contingency plans, and allocation of available resources   Formulated and defined technical scope and objectives of project   Created and executed test cases for end to testing   Identified and scheduled project deliverables, milestones, and required tasks   Coordinated recruitment or assigned project personnel   Directed and coordinated activities of project personnel to ensure project progressed on schedule and within budget   Established standards and procedures for project reporting and documentation   Reviewed status reports prepared by project personnel and modified schedules and plans as required   Prepared project status reports and kept management, clients, and others informed of project status and related issues   Conferred with project personnel to provide technical advice, resolve problems and/or escalate issues upward to senior management   Facilitated planning meetings and training workshops   Administered external websites, Intranet, Document Management System and Event Management System (EBMS) Administrator Human Resources Department 1998 to 2005 Managed administrative staff   Liaison between HR and employment agencies   Prepared and placed employment ads   Conducted reference checks and background checks   Evaluated and implemented HRIS software   Maintained HRIS system to ensure continued operations and reporting efficiencies, and resolved software and hardware issues with vendor and/or IS staff   Created and executed test cases for end to testing for HRIS system implementation   Interviewed prospective candidates   Trained human resources department and organization staff members on

system access and utilization   Coordinated with Payroll Department to ensure timely and accurate interface of data   Responsible for the overall efficient flow of HR related paperwork and E-Business processes   Placement of temporary employees for McCormick Place, Navy Pier and The Corporate Center   Assisted with creation and design of MPEA's Intranet   Assisted with the preparation of and ensured compliance to the human resources budget   Produced weekly/monthly reports for various departments   Job fair participation   Preparation of office budget and briefing books for CEO   Approved order requisitions/purchase orders on the AS400 Financial System   Liaison between CEO Office and Human Resources Skills Pmo, Jira, Uat, Change management, Sharepoint, Requirement gathering, Sdlc, Risk management, Vendor management, Microsoft office

Name: Lee Allen

Email: michaelhughes@example.net

Phone: 350.466.4735x9695