

ALEXANDREA E. FLINT

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EDUCATION AND CERTIFICATIONS

Canisius College, Buffalo, New York (2019-2021)

Master of Business Administration (July 2021)

Leadership and Professional Development Program (July 2021)

State University of New York at Cortland, Dean's List (2013-2017)

Bachelor of Arts in Business Economics (May 2017)

Bachelor of Arts in Exercise Science (May 2017)

Scaled Agile Framework (SAFe) (2021-2023)

Certified SAFe 4 Product Owner/Product Manager (January 2023)

WORK EXPERIENCE

Project Manager

Moog Medical Devices Group, Salt Lake City, Utah

April 2022 – Present

Project Manager reporting into the Medical Devices Division of Moog, Incorporated. Responsible for the management of software projects and the coordination of internal resources and third parties/vendors for the execution of multiple projects.

- Develop and maintain project plans and high-level roadmaps to appropriately coordinate resources with internal stakeholders and external suppliers.
- Ensure resource availability and allocation while developing a detailed project plan to monitor and track progress.
- Measure project performance using appropriate project management tools and techniques while performing risk management and minimizing potential risks and issues.
- Delegate project tasks to the project coordinator's individual strengths, skill sets, and experience levels while leading by example and acting as a team lead.

Associate Project Manager

Moog Inc., East Aurora, New York

November 2020-April 2022

Associate Project Manager reporting into the Corporate Group IT Project Management Office.

Consistently entrusted by management to lead new projects involving cross-functional leadership, high-volume scheduling, and coordination. Responsible for directing multiple projects as a Project Manager by leading teams of internal staff and external vendors to deliver business solutions.

- Collaborate with business and IT management for the collection of requirements to establish project goals, objectives, and deliverables for small, medium, and large-scale IT project and program efforts.
- Develop and maintain project plans and high-level roadmaps to appropriately coordinate resources with internal stakeholders and external suppliers.
- Track and communicate project progress by scheduling regular touchpoints with technical project leads, vendor resources, and stakeholders. Accustomed to producing reports to provide accurate project status for upper management.
- Built relationships of trust and established rapport across functions and organizations by effectively collaborating with project sponsors, stakeholders, internal technical leads, and external IT vendors.
- Champion of communication and change management efforts for organizational changes to end-users on small-scale impact efforts. Partner with Organizational Change Management team (when appropriate) to coordinate delivery of project efforts with high-impact results to end-users.

- Contribute to additional company efforts such as the Diversity, Equity, and Inclusion (DE&I) Council and the Corporate IT Newsletter.

ERP Associate Project Coordinator
Moog Inc., East Aurora, New York

February 2019-November 2020

Associate Project Coordinator for Phase I of the SAP Program that transitioned the Moog mainframe ERP system to SAP S/4 HANA for financial workstreams. Responsible for managing the upgrade of SAP S/4 HANA 1709 to SAP S/4 HANA 1909.

- Managed the SAP environment upgrade by planning and executing a project plan that included unit testing, integration testing, cutover, and go-live with internal subject matter experts and an external consulting team.

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WORK EXPERIENCE CONTINUED

- Engaged directly with project team members to coordinate efforts that contributed to the successful implementation of SAP for Phase I of the program. Coordinated, supported, and organized project efforts such as daily standups, demos, sprint planning, month-end simulation, and user acceptance testing.
- Supervised two cooperative students. Identified projects and assignments for them to complete, often deconstructing larger data projects to identify work. Met deadlines and ensured students performed professionally.

Financial Planning & Analysis Specialist
OTG Management, Clarence, New York

April 2018-January 2019

Financial Planning and Analysis Specialist responsible for auditing monthly accounts receivable to allocate procurement funding to appropriate departments. Conducted monthly closing deposit and payment reconciliation for the Accounting Department.

- Accurately calculated monthly accruals and revenue forecasting for allowance generation that permitted departments to manage budget and expenses.
- Compiled journal adjustments for the General Ledger and forwarded to the VP of Finance and Accounting Director for action.
- Managed the annual business partner trade show with over 300 vendors that generated \$1.2 million in revenue.

Purchasing Income Manager
OTG Management, Clarence, New York

February 2017-March 2018

Purchasing Income Manager responsible for interpreting vendor contracts to calculate and invoice rebates, cost credit fees, annual trade show payments, free-fill payments, marketing support, and business partner overcharges.

- Managed and created a payment schedule for weekly, monthly, and annual payment processing so that contractual obligations were met.
- Managed the annual business partner trade show. Liaised with business partners to confirm insurance requirements and account setup for the show so that risk to the company was mitigated.

RELEVANT SKILLS

Project Management | Resource Coordination | Vendor Relationship Management | Program Management | Cross-Functional Workstream Coordination | People Management | Oral & Written Communication Skills | Windows | MS Office (Word, Excel, Outlook, PowerPoint, Access) | OneNote | MS SharePoint | MS Project | VISIO | Concur | Project Requirements Gathering | Attention to Detail | Relationship Building | Professional Integrity Business Acumen | Team Oriented | Proactive Issue Resolution | Change Management | Collaboration | Active Listening | Problem Solving

References available upon request.