**{NAME}**

**Email: {EMAILADDRESS}**

**Address: {MAILADDRESS}**

**Project Manager - Toyota Motor Sales**

WORK EXPERIENCE

**Project Manager**

Toyota Motor Sales-January 2014 to Present

Manage the Dealer Network Virtual Private Network (VPN) Retirement program to migrate the Toyota dealer portal and the associated 60 partner applications from the legacy based hard wired VPN to the open Internet (OI). Savings calculated as $8M per year.

➢ Create Project Charter and Business Case to present to the Business Finance Committee for project

Budget approval.

➢ Follow the Blueprint process to manage and report the project activities; maintain the project plan in

Clarity PPM / MS Project.

➢ Facilitate monthly PMO meetings to update the key stakeholders on the program status.

➢ Ensure that all partner applications are scanned and code hardened to OWASP standards as well as W3C

compliant.

➢ Implement Single Sign On (SSO) and secure Authentication & Authorization for all partner applications.

➢ Lead Work Breakdown Structure (WBS) and Blueprint review at each phase of the project from discovery to transition.

**Project Manager - SunGard Availability Services**

Verizon PIP-March 2010 to December 2013

Coordinated the activities of the SunGard MPLS Migration Project for the financial services applications, including customers from the old legacy network to new modern solutions such as SunGard Cloud, VPLS, Verizon PIP, and more. The project encompassed entire life cycle from conception to completion that included: requirements gathering, design, infrastructure roll out, commissioning, and turn over to the operations and maintenance team.

➢ Managed timelines, schedules and provided in depth analysis for the Network Migration project that included

building high availability network connections with fully redundant builds, providing disaster recovery systems and automatic fail over mechanism of BGP.

➢ Developed and managed project plan for network transition projects/phases as a member of the PMO team, integrating peer project plans where necessary. Coordinated customer/stakeholder meetings and facilitated product integrations.

➢ Budgeted project financials and reported scope changes to key stakeholders. Conducted CBA (Cost Benefit

Analysis) to verify the viability of new projects.

➢ Negotiated new circuit pricing with various telecom providers (Verizon, AT&T, Time Warner, Level 3 etc.)

to find cost efficient circuits.

➢ Determined resource requirements and schedules for program implementation.

➢ Created strategies for risk mitigation and contingency planning.

**Project Manager (Business Process Improvement)**

Lifefitness Inc-January 2006 to March 2010

Worked as a liaison between IT, production and human resource departments in implementing several projects, including new time management system, web based employee review portal and multiple Six Sigma initiatives.

➢ Implemented lean practices in the data for Electronic Medical Record system to increase efficiency and decrease errors.

➢ Developed and maintained project artifacts that include: Project Plans, Charters, Business Requirements, Issues and Risks, Project Budgets, Communication Plans, Accruals, and Statements of Work at SharePoint repository.

➢ Established time standards and process design for new products. Developed work instructions, reviewed routings and BOMs in Oracle 8i, designed tooling and fixtures.

➢ Held position in Material Review Board to evaluate product quality; was responsible to implement and sustain ISO standards for the organization.

**Project Analyst**

Co-ordinated BAAN-March 2004 to December 2005

Managed a project to identify suitable special products and convert into standard products. This project also realized a material savings of $238,000 annually, in addition to an improved on-time delivery and improved inventory control.

➢ Led a project to decrease lead time on all special products from 12 weeks to 8 weeks (35% improvement). Managed the entire supply chain process including product design, material procurement, order fulfillment, scheduling and shipping.

➢ Coordinated BAAN (ERP) implementation in the department.

**Assistant Production Manager**

Viratec Thin Films, Inc-October 2002 to March 2004

Six Sigma project on line balancing and process optimization, resulting in a cost savings of $120,000 annually.

➢ Designed and implemented production training matrix program, improving productivity by 4% (estimated savings of $100,000 annually).

➢ Led a Kaizen to implement Kanban system for material flow. Decreased on-hand inventory and work -in- process by 30%.

➢ Implemented 5S in the entire production department. Improved quarterly safety score by 22%.

➢ Assisted quality engineering in conducting process validation and document control.

➢ Supervised a production department of about 60 full time employees.

EDUCATION

**Master of Science in Industrial/Systems Engineering**

{UNIVERSITY}

2002

**Bachelor of Science in Production Engineering**

{UNIVERSITY}

2000

ADDITIONAL INFORMATION

➢ Excellent fact-finding and listening skills, with ability to drill down to actual user requirements, analyzing, planning and implementing full project lifecycles.