

BROOKE KUMAR

PROJECT MANAGER • WEB DEVELOPER

CONTACT INFORMATION

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OBJECTIVE

Experienced Program Analyst and Manager successful at cross-functional collaboration and project execution. Specializing in empowering others through dedicated consistency and delivery with an emphasis on buy-in and trust building. Self-motivated professional with proven results excited about career growth.

CERTIFICATIONS

- Intermediate Excel, Microsoft 2016
- PMP (anticipated January 2020)
- Full Stack Coding (anticipated March 2020)

HIGHLIGHTED SKILLS

Microsoft Suite • PMP (Microsoft) • Report analysis • Project planning • Advanced MS Project • Gap assessment • Presenting to large groups (50+) • Advanced data visualization • Spotfire • Web Development (HTML, CSS, JS, API integration) • Stakeholder success • Cross-functional collaboration • Project monitoring and execution

WORK HISTORY

PD Program Management Specialist

MEDTRONIC

DECEMBER 2017 - PRESENT

- Work with functional groups to advocate for alignment across projects within a \$25M/year remediation portfolio
- Lead project completion efforts across all functional groups
- Create tools to drive consistency and reporting for extended team members and executives

Business Analyst

ABBOTT

APRIL 2017 - DECEMBER 2017

Regulatory Affairs Specialist

DAVITA CLINICAL RESEARCH

FEBRUARY 2016 - FEBRUARY 2017

I have a passion for leveraging Program Management fundamentals to lead functional teams to success from planning to execution. I also have experience implementing tools to execute projects within a portfolio.

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EDUCATION

University of Minnesota

CONTINUING STUDIES, MINNEAPOLIS, MN

CERTIFICATE, FULL-STACK WEB DEVELOPMENT

Carthage College

COLLEGE OF LIBERAL ARTS, KENOSHA, WI

BA IN RELIGIOUS STUDIES, CLASS OF 2014

- *cum laude*
- Outstanding thesis, Humanities department
- Outstanding thesis, Religious Studies department