

OBJECTIVE

Experienced Program Manager with 5+ years of experience driving knowledge sharing and skill improvement. Seeking to leverage leadership and influencing expertise in the Tech Industry through project management and iterative Agile principles. Most recently I am responsible for vendor relationship management and cross-functional engagement with a +\$30M budget annually.

TECHNICAL SKILLS

Visio, MS Project, Microsoft Suite, Power Pivot, Power Query, Advanced VLOOKUP, Manage many projects in a portfolio, Sharepoint Admin and Creation, Canva, Trello, Excellent analytical and reporting skills, HTML, CSS, React.js, Bootstrap, Font Awesome, Node.JS, Visual Studio Code, GitHub, Gitlab, Spotfire, SQL, Cross-functional collaboration, critical thinking, problem solving, JIRA, Coupa, Ironclad

KEYSTONE SPEAKER ENGAGEMENTS

Project Management Best Practices | Medtronic | 50+ attendees
Cloudflare TV: Toastmasters Table Topics Lightning Round

March 2020
December 2020

EDUCATION & CERTIFICATIONS

Project Management Professional | Credential ID: 2763949

University of Minnesota – St. Paul, MN – Full-Stack Web Development – Certificate
Graduated with an A average

Class of 2020

Carthage College - Kenosha, WI – B.A. Religious Studies, Minor in Sociology

Class of 2014

cum laude; Outstanding Thesis, Humanities Department (highest honor); Outstanding Thesis, Religious Studies Department (highest honor); Religious Studies Department honors

WORK EXPERIENCE

Portfolio Manager, Transit and IXP | Cloudflare

Austin, TX | 2020-Present

- Manage +\$30M budget annually between two growing product verticals (incremental and net spend budget management)
- Manage a broad set of internal and external stakeholder relationships
- Lead external Quarterly Business Reviews with seller
- Influence completion of work on time or ahead of time per commercial deadlines

PD Project Management Specialist | Medtronic

Mounds View, MN | 2017-2020

Converted to full time employee in Aug 2018, started position consulting full-time for Planet Pharma

- Create and perform process improvement processes for \$100M+/yr EU MDR program and Corporate business structure
- Build relationships with key stakeholders and exemplify leadership in gathering requirements and documenting changes
- Create automated program dashboards using Power Query and PowerBI

EU MDR Data Analyst | Experis, Consulting for Abbott Laboratories

St. Paul, MN | 2017

- Created portfolio reporting for Corporate Core Team during implementation phase of 5-year Program
- Worked with key stakeholders across organization to collect requirements and create training documentation

Regulatory Affairs Associate | DaVita Clinical Research

Minneapolis, MN | 2016-2017

Converted to full time employee in Aug 2017, started position consulting for Robert Half

- Worked with external clients and vendors to ensure work was completed accurately, on budget, and on time