# Angela T. Shelby, PMP, CSM

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**Professional Summary**

Deliver a wide range of enterprise-wide IT projects that range from $300K to $50M. Conduct strategic business analysis, which includes management reports and metrics, road-mapping and change management.

Assist in developing strategies that lead to the successful implementation of change initiatives in organizations. Coordinate with project teams to support them in the integration of organizational change management. Provide support and direction for change management methodologies and document processes and procedures to guide the in the adoption of change management.

Responsible for leading on-site and off-site/virtual project teams and managing activities associated with projects that are enterprise-wide or company-wide in scope and impact with moderate to significant risk to the organization.  Projects tend to be complex in nature and critical to the business, both strategically and operationally.

**Selected Consulting Engagements**

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| 6/2010 – Present | **Freelance Assignments** | | *Telecommute* | |
|  | *Sun Products Corporation*  Responsible for helping the business adopt an SDLC methodology for IT project delivery. Worked with a team of consultants to roll out effective and consistent executive reporting. Communicated and educated business users on best practices (project scope, schedule, etc.). Managed project plan and report performance metrics (EVM) and resources. Documented and maintained project repository for the adoption of standards and procedures. | |  | |
|  | *Monsoon Company* | |  | |
|  | Worked with an offshore team to deliver a website to a client with a 120 million customer base. Heavily involved in translating/understanding customer requirements and communicating to technical team for successful delivery. | |  | |
| 5/2009 – 6/2010 | **GAP Inc.,** Project Manager *via Third-Party Agency*  Responsible for managing the enterprise’s adoption of a new operating system, hardware and security requirements. Responsible for gaining customer and senior IT management approvals (architectural review board, store operations director, security, engineering, store support) of project scope, requirements, and design via gate reviews/approval.  Negotiated and managed new and existing vendor contracts. Ensured that the support team was prepared to handle the new technology. Created supporting documentation. Responsible for setting up the staging area for the assembly of hardware before it shipped to US stores and provided training on hardware set and imaging of new servers. Set up demos for business users to test new software and features.  Responsible for testing metrics to ensure clean builds and testing cycles. Coordinated early store installs for gained knowledge before full store rollout.  Provided analysis, information and recommendations for decision making. Developed client documentation that supported and justified strategic direction. Responsible for operational reporting of metrics and status. Converted data into information that was used to support business and impact decisions. | | *San Bruno, CA* | |
| 5/2008 – 3/2009 | **EMVCo,** Client Services Manager *via Third-Party Agency*  Responsible for meeting and administrative management of standards governing body for the chip/smart card industry. Assisted in the adoption of a new subscription-based business model for the organization. Served the Executive Committee and Board of Managers which was composed of four major credit card processing companies. Work with virtual teams to ensure smooth and seamless execution of project management, governance, compliance consultation, website management, and general administration. | *Telecommute* | |
| 4/2006 – 1/2007 | **Genentech, Inc.,** Project Manager *via Third-Party Agency*  Responsible for standardized and consistent coordination of a $6.5M portfolio. Projects included strategic growth and maintenance and operations projects. Resolved financial discrepancies in project finances via root cause analysis for the internal team and our customers. | *South San Francisco, CA* | |
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| 8/2003 – 8/2004 | **Compass Bank,** Internal Auditor  Responsible for documenting the home and consumer loans and HELOCs. Worked with the Business Units to test and comply with the SOX Act. | *Birmingham, AL* | |
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| 1995 – 2007 | **Visa, Inc.,** Project Manager *via Third-Party Agencies* | *Foster City, CA* | |
|  | Worked on projects that ranged from $300K to $50M. Projects included customized software projects and infrastructure projects that involved the coordination of up to 16 internal groups.  - Facilitated and coordinated the rollout of the PCI DSS/CISP program. Educated the business and system owners on the tenets of PCI and its impact on daily and strategic operations. Published guidelines, processes and procedures for remediating PCI findings. Met with management to review/approve compensating controls. After the remediation of mission critical systems, worked with team to develop and document PCI Self-Assessment for the remaining enterprise systems.  - Delivered web-enabled enrollment and entitlement (E&E) provisioning system that allows users access to Visa’s internal systems.  - Delivered disaster recovery system for customer chargebacks (VROL). |  | |

**Applied Methodologies**

System Development Lifecycle Methodology (SDLC); Scrum/Agile Methodology

**Areas of Compliance** PCI, CISP, SOX, ISO, COSO, COBIT

### IT Skills

TECHNICAL CERTIFICATIONS: Certified ScrumMaster, Project Management Certification (PMP), IT Benchmarking, A+, Networking+, Security+, PLSQL, Oracle 8i and Unix.

SOFTWARE APPLICATIONS: SAP procurement and invoice modules, Ariba, SharePoint, MS Project; LiveLink, Clarity/Niku, Documentum (eRoom), MS Office Professional: Access, Word, Excel, PowerPoint, Visio; Lotus Notes, FrameMaker and RoboHelp.

## Education/Professional Development

STANFORD CENTER FOR PROFESSIONAL DEVELOPMENT  
IT Benchmarking Certificate, Palo Alto, CA (2009)

PROJECT MANAGEMENT INSTITUTE (PMI) (2005)  
Certified Project Management Professional (PMP)

UNIVERSITY OF CALIFORNIA, BERKELEY, CA (1997)

Project Management Certificate, Graduated with honors

SAN FRANCISCO STATE UNIVERSITY, CA (1989)

Bachelor of Arts, Political Science, Graduated cum laude