.Afbeelding met schermopname, Graphics, ontwerp

Automatisch gegenereerde beschrijving

**Simina Fodor**

Date of birth: 26/11/1987 **|** Nationality: Romanian **|** Gender: Female **|**

Cluj – Napoca, Romania

**PROPOSED POSITION:** Project Manager (Normal)

Simina has 10 years of professional experience in IT project management for various companies and, covering tasks related to all phases of application development to direct and manage project development from beginning to end. This includes defining system requirements, user stories and project scope, as well as defining and tracking project & resource planning, project timelines & milestones and the timely delivery of high-quality deliverables in line with organizational strategies. In this context, she has also extensive experience in quality assurance, stakeholder management and the coordination of cross-functional teams.

**WORK EXPERIENCE**



09/2022 - Ongoing

**Remote IT Project Manager** – Contractor/Self-employed (Information Technology – Cloud Computing)

Contractor for a US-based tech startup :

• Coordinate development squads, with team members located in various countries across Europe

• Facilitate Scrum ceremonies

• Part of the Product team, work with other members to prioritize projects and defects, define roadmap and coordinate product releases • Define and document project scope, user stories and requirements

• Pitch projects in the proper forums for approval • Facilitate tasking of projects, decision making and conflict resolution within the teams

• Report team and development status to stakeholders, reducing risk and improving transparency

• Coordination during CET time zones and communication with stakeholders in EST time-zones)



01/2021 – 09/2022 Romania

**Roadmap & Project Manager** – Paddy Power Betfair (Information Technology – Gambling Industry)

Roadmap management

• Facilitate end to end delivery of projects at tribe level

• Enable portfolio risk resolutions and solving at tribe level

• Ensure tribe dependencies are being managed

• Resource planning

• Governance

• Roadmap review

• Training and coaching acting project managers

• Make sure ways of working are adhered to correctly

Project Management

• Manage and direct software development projects and programs using Agile methodologies

• Plan product and technology initiatives based on prioritisation input

• Stakeholder management

• Risk management

• Status reporting

• Teamwork and staff development



07/2015 – 01/2021 Romania

**IT Project Manager** – Emerson (Information Technology – Manufacturing/Engineering)

Part of Corporate PMO, manage Infrastructure programs and projects using both Waterfall and Agile methodologies

• Direct and manage project development from beginning to end

• Define project scope, goals and deliverables that support business goals in collaboration with stakeholders and senior management

• Develop full-scale project plans and associated communication documents

• Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion

• Estimate the resources and participants needed to achieve project goals

• Identify and resolve issues and conflicts within the project team

• Identify and manage project dependencies and critical path

• Plan and schedule project timelines and milestones using MS Project

• Track project milestones and deliverables

• Develop and deliver progress reports, proposals, requirements documentation and presentations

• Coach, mentor and motivate project team members and contractors, and influence them to take positive action and accountability for their assigned work PMO governance

• QA management - Audit deliverables/ ITPLC documentation for entire portfolio - Provide constructive feedback to Project Managers at conclusion of each checkpoint - Track assessment results and report monthly

• Training & coaching for new team members

• Develop best practices for project execution and management



04/2014 – 06/2015 Romania

**IT Trainer** – Emerson (Information Technology – Manufacturing/Engineering)

• Design and implement the IT Service Desk training program and curricula

• Deliver training programs for both new hires and experienced employees depending on particular needs

• Develop refreshment training agenda

• Carry out training needs analyses within the team

• Responsible for one-on-one coaching and intensive review of procedures with Tier1 analysts

• Responsible for the IT Service Desk documentation: create new processes/procedures and update existing documents

• Reference point for questions regarding procedures/ processes, applications usage, escalations

• Work closely with the Team Leader in order to ensure the highest quality of service



10/2011 – 03/2014 Romania

**Human Resources Specialist** – Emerson (Human Resources – Manufacturing)

• Conduct recruitment processes for manufacturing positions, but also for vacancies in the Shared Service Center in Cluj;

• Analyze the job description together with the hiring manager in order to define the candidate’s profile;

• Screen applications according to agreed criteria;

• Conduct HR interviews with the selected candidates and send the recommendations for the final interview stage respecting the agreed timeline;

• Provide feedback to the candidate after interviews;

• Conduct new employee orientation trainings for the new employees;

• maintain and update the candidate database;

• draw-up recruitment reports;

• Attend job fairs;

• Offer support in planning and organizing HR activities.



01/2008 – 10/2011 Romania

**Technical Helpdesk Agent** – UPC Romania (Customer Care – Telecommunications)

• Handle inbound calls from customers or potential customers regarding the services provided, malfunctions or service change;

• Handle inbound calls from customers regarding invoice or payment information, new offers (or any other commercial information);

• Handle follow up calls;

• Sell company services directly to customers, by means of phone;

• Offer technical assistance necessary for remedy of malfunctions;

• Dispatch the customer’s case to other departments, when necessary;

• Assure the informational flux between departments in outages situations, malfunctions of the network;

• Achieve quality standards according to the evaluation form and quantity standards regarding the duration of resolving each call;

• Draw-up reports;

**EDUCATION AND TRAINING**



09/2008 - 06/2010

**Master’s Degree in Business Valuation** - “Babes-Bolyai” University, Cluj-Napoca Faculty of Economics and Business Administration

09/2005 - 06/2008

**Bachelor’s Degree in Accounting and Management Information Systems** - “Babes-Bolyai” University, Cluj-Napoca Faculty of Economics and Business Administration

Training

• 2023 - Leading SAFe - Colors in Projects

• 2021 - Process Communication Model - Paddy Power Betfair

• 2019 - Agile and Scrum deep dive - KnowledgeHut

• 2018 – LEAN practitioner - EMERSON

• 2016 – 7 Keys to Project Success - EMERSON

• 2016 – IT Project Life Cycle - EMERSON

• 2015 – Fast start in Project Management - SYSTEMATION

• 2015 – Presentation Skills - EMERSON

• 2013 – Project Management - KNOW

• 2013 – Think Customer - EMERSON

• 2013 – Business Excel - EMERSON

• 2012 – Behavioral Interviewing - EMERSON

• 2010 – Customer Care Techniques - ATU Consulting

Certifications

• 2023 - Certified SAFe Agilist - Scaled Agile Inc.

• 2016 - Scrum Master Accredited Certification - International Scrum Institute

• 2016 - Product Owner Accredited Certification - International Scrum Institute

• 2015 - ITIL Foundation v3 - IT Service Management – AXELOS

**LANGUAGE SKILLS**



|  | UNDERSTANDING | | SPEAKING | | WRITING |
| --- | --- | --- | --- | --- | --- |
|  | Listening | Reading | Spoken production | Spoken interaction |  |
| **Romanian** | C2 | C2 | C2 | C2 | C2 | |
| **English** | C1 | C2 | C1 | C1 | C1 | |

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

**DIGITAL SKILLS**



SharePoint | Microsoft Office apps | Microsoft Project | Microsoft Timeline | Confluence | Project & Portfolio management apps: ServiceNow, Target Process, Azure DevOps

**ORGANISATIONAL AND COMMUNICATION SKILLS**



**Communication skills**



* **Stakeholder Management:** Simina has extensive experience in stakeholder management across multiple roles, including defining project goals in collaboration with stakeholders and reporting status to them.
* **Cross-functional Team Coordination:** Simina coordinates development squads with team members located in various countries and facilitates decision-making and conflict resolution within teams, demonstrating strong abilities in guiding diverse groups.
* **Training and Coaching:** Simina has experience training and coaching acting project managers and new team members, as well as delivering training programs and conducting one-on-one coaching, indicating strong abilities to impart knowledge and provide guidance.

**Organisational skills**



* **Project Planning & Execution:** Simina has 10 years of experience defining system requirements, user stories, project scope, tracking project & resource planning, timelines, and milestones, and ensuring timely delivery of high-quality deliverables.
* **Resource Management:** Simina has experience in resource planning, as seen in her Roadmap & Project Manager role, and in estimating resources needed to achieve project goals at Emerson.
* **Risk Management:** Simina has experience enabling portfolio risk resolutions and managing risks in various project management roles, ensuring potential issues are addressed proactively.