**NESTOR RUEDA**

Unit10 / 9 L’Estrange Street, Glenside SA 5065

Mobile Phone:0423011744

Email: [nestor.rueda@hotmail.com](mailto:nestor.rueda@hotmail.com)

30 October 2012

Job Reference: Project Manager

Konnect Recruitment

Adelaide, SA

Dear Madam / Sir

I am interested in a position as Project Manager. I am an IT professional with formal qualifications in Project Management and over 9 years of experience leading project teams towards the successful delivery of ICT projects. In my position at ChevyPlan, as Project manager and leader of the PMO, I managed a broad portfolio of projects focusing on applying PMI PMBOK methodologies for project governance.

As part of my employment experience I have acquired:

* Ability in leading multiple ICT project teams, ensuring accomplishment of established Project Management Methodology, to ensure customer satisfaction and business success
* Experience in managing all aspects of projects life cycle, from RFP to closing stage and lessons learnt, for implementation of business processes, new applications and IT infrastructure
* Ability in managing project resources, activities, budgets and timelines to meet agreed timeframes
* Understanding of change management process and experience establishing and developing project management processes
* Ability in managing the communication process to ensure the seamless transition of deliverables into an operational environment
* Experience in engaging with internal stakeholders and vendors to deliver required outcomes

I am advanced user of Microsoft Project and administrative tools like Word, Excel, PowerPoint, SharePoint and Outlook. Over my professional career I have developed a hardworking and mature attitude as well as the ability to take direction and work with minimal supervision.

I would enjoy an opportunity to talk with you to see where my skill set would be of the greatest benefit to your client’s organization.

Yours sincerely,

**NESTOR RUEDA**

**NESTOR RUEDA**

Unit10 / 9 L’Estrange Street, Glenside SA 5065

Mobile Phone:0423011744

Email: [nestor.rueda@hotmail.com](mailto:nestor.rueda@hotmail.com)

**CAREER OVERVIEW**

Over nine years of combined IT experience and Project Management expertise applying the Project Management Body of Knowledge (PMBOK) standards for projects governance to achieve measurable outcomes in delivering solutions on time and within budgets

Management style oriented to fosters a culture of teamwork to the identification and implementation of simple solutions to complex problems

Experience as a System Analyst and Software Developer within mainframe environments

**SKILLS SUMMARY**

* Formal qualifications and broad experience in both IT Engineering and Project Management
* Experience in the capacity to read and comprehend management and technical documentation related to projects
* Communication skills and ability to establish effective working relationships with internal and external stakeholders
* Experience in developing schedules for monitoring and reporting against detailed project plans
* Good understanding of change management process
* Strong organisational and prioritisation skills
* Ability to work autonomously with high level of initiative
* Bilingual English – Spanish

**PROFESSIONAL EXPERIENCE**

**Date: May 2012 to present**

**Company: Underdale High School (**[**www.underdale.sa.edu.au**](http://www.underdale.sa.edu.au)**)**

**Position Title: School Services Officer Level 1**

Part time contract to provide services of IT support to students, teachers and school staff.

Responsibility to:

* Create and update network users in Microsoft Active Directory
* Update internet users in LearnLink platform
* General software and hardware maintenance

**Date: March 2006 to June 2011**

**Company: ChevyPlan (**[**www.chevyplan.com.co**](http://www.chevyplan.com.co)**)**

**Position Title: IT Manager / Projects Manager, reporting to the Financial VP**

Recruited to launch an aggressive reorganisation of company operations and information systems to achieve new objectives and maintain competitivity in the market

Accountability for the entire management of technology and projects

Responsibility to:

* Identify improvement opportunities on processes and IT Systems, and lead change management activities
* Foster a culture of appropriation of new information technologies for day to day activities
* Establish and control annual budgets and manage approvals to assure the delivery of IT services and stakeholders engagement to the provision of required resources
* Deal with external vendors and lead the IT professional teams to be focused on their areas of responsibility

**Main Achievements**

* Spearheaded a comprehensive review of IT systems and main processes to identify improvement requirements, establishing a project portfolio which was implemented during the next five years
* Established a new organizational dependency to lead Change Management Process adopting guidelines from ISO (International Standard Organization)
* Established a methodology for Project Management under PMBOK PMI standards
* Implemented a new IT platform and processes that allowed the organisation to sustain its average annual grow of approximately 40% during 5 years, while processing times and personnel requirements were reduced

**Major Projects**

* Selection and implementation of a new main ERP System (Epicor Software). Project developed with international vendors and a budget of more than AU$1 million
* Implementation of a Windows network for more than 200 local users and 60 branches, providing services like Audio Answering, Call Recording, Email using MS Outlook, Web Access and Mobile Access
* Development of a new web site, including sales on line and secure services for customers and sellers

**Date: October 2001 to January 2006**

**Company: HSBC Bank (**[**www.hsbc.com.co**](http://www.hsbc.com.co)**)**

**Position Title: Projects Director, reporting to the IT Manager**

Hired to lead the project to design and implement new processes for daily closure as part of the major project that implemented the new core system and re-designed the operational processes

Accountability for planning and execution of IT projects to:

* Develop project plans and control the execution of simultaneous projects
* Lead project teams while monitoring the execution of projects on time and budget
* Assure accomplishment of quality specifications and use of established methodology
* Identify risks and manage the execution of action plans
* Report project status to the stakeholders

**Main Achievements**

* Decreased the daily closure processing time in approximately 40% by using the IBM Job Scheduler tool and developing software in CL, COBOL and RPG for the IBM AS400 mainframe
* Reduced the requirements of personnel to the execution of daily closure processes in the computers room, in approximately 60%, what allowed to assign personnel to other areas in the IT department
* Managed simultaneous projects, listed below, all of them delivered on time and budget whilst fulfilling stakeholders expectations:
  + New transactional web page for enterprise customers
  + New web system for compensation of electronic payments
  + New information system for the liquidity control of the treasury
  + New information system for customer requirements tracking
  + New information system for sale by phone of banking services

**Date: March 1992 to October 2001**

**Company: Organizations from the Financial Industry as BankVision Software, GNB Sudameris Bank and Colpatria Bank**

**Position title: Information Systems Analyst and Software Developer**

Maintaining and supporting different banking systems such as Saving Account, Checking Account, Loans, Credit Card, Time Deposits, Third Party Payments and Reports to government entities

Training and supporting end users and preparing technical documentation

Developing software in languages like CL, COBOL and RPG within the IBM AS400 mainframe environment

**FORMAL EDUCATION**

**Specialist in Engineering Projects Management**

La Salle University, Colombia (<http://unisalle.lasalle.edu.co> )

Two semesters study program, equivalent to a graduate diploma in Project Management in Australia

Completion date: August 1996

**Systems and Computer Sciences Engineer**

Industrial University of Santander, Colombia ([www.uis.edu.co](http://www.uis.edu.co) )

Ten semesters study program, equivalent to an undergraduate degree in Engineering (Computer Systems) in Australia

Completion date: March 1992

**TRAINING / PROFESSIONAL DEVELOPMENT**

Seminar in Information System Auditing, INCOLDA – CESA ([www.cesa.edu.co](http://www.cesa.edu.co)), 2008

Preparation to obtain the PMI International Certification as Project Management Professional, INCOLDA – CESA ([www.cesa.edu.co](http://www.cesa.edu.co)), 2007

Leadership Training, HSBC Bank, Bogotá, 2005

**PROFESSIONAL REFERENCES**

Available on request