

# Jim Medios

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## Work experience

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### Apple

Mar. 2017 – Present

Technical Project Manager

Sunnyvale, CA

- Managed the global deployment and provisioning of CDN and Backbone monitoring servers, resulting in SLO dashboards to monitor Apple's network availability and latency.
- Completed Apple's largest internal Data Center PDU transfer, resulting in \$1.5M+ in cost savings to support future rack builds.
- Executed the design, development, and implementation of the Infrastructure PMO's internal web presence, resulting in increased visibility of org related news, services and reports for more than 1,500 team members.
- Led the org wide onboarding effort to transition initiatives and teams to a new PPM tool, resulting in new workflows and processes that increased organizational efficiency and awareness.
- Organized transformational events and training initiatives, promoting the development of personal knowledge and skill sets.
- Implemented and coached Agile and Scrum practices on software related initiatives, resulting in a decrease in overall PMO scope creep and earlier project closeouts.

### TEKsystems

Sep. 2016 – Mar. 2017

Project Coordinator

Newark, CA

- Maintained PMO scope and visibility by proactively monitoring portfolio's progress, as well as communicating status, risks, and milestones, resulting in accurate and up to date information for leadership.
- Supported Apple Data Center Program Managers in the creation of project artifacts such as minutes, project plans, risk/issue logs, process workflows, presentations, and project charters.
- Assisted with defining program requirements. This included authoring functional requirements, design specifications, roadmaps, and status updates.
- Assisted in project team development while holding teams accountable for their commitments by helping remove roadblocks for their work and by leveraging organizational resources to improve work efficiency.

### Atos

Jan. 2016 – Sep. 2016

Data Center Technician

Santa Clara, CA

- Led onsite logistics and deployment teams in daily operations for Microsoft Data Centers in the Bay Area.
- Developed and executed a material readiness program to ensure project SLAs were met for ongoing rack deployments.
- Facilitated weekly meetings and performed post-mortem reviews on all projects with various stakeholders.
- Reported on project performance metrics and analytics on a weekly basis.

## Certifications

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CompTIA: Project+; Global Knowledge: Cybersecurity Foundations & Understanding Networking Fundamentals;  
Microsoft: MTA: Networking Fundamentals & Windows OS Fundamentals

## Skills and interests

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Skills: Program Management, Agile & Lean methodologies, Atlassian Jira & Confluence, Wrike, Process improvement, Data Centers, Event planning, Training, Adobe Creative Suite, Front End Development

Interests: Meeting new people, team sports and SpaceX rocket development