

KATHRYN HELSLEY

PROJECT MANAGEMENT LEADER

Motivated planning leader with 10+ years experience in Project Management, Strategic Business Planning, Process Improvement, Remote Team Management, Business Development, Financial Management, and Engineering. Track record of creative problem solving. Natural collaborator and relationship builder. Excellent communication skills with all levels of business. Trained in project management best practices, preparing for PMP Certification Exam. Excellent time management skills. Passionate about great teamwork. Resource management experience.

COLLABORATIVE LEADERSHIP • HIGHLY ANALYTICAL • INTEGRITY • CREATIVE PROBLEM SOLVER
CONFLICT RESOLUTION • INITIATIVE • CONTINUOUS IMPROVEMENT • EXCELLENT NOTE TAKING
PRODUCT REQUIREMENTS • BUDGET MANAGEMENT • DETAIL ORIENTED • RISK MITIGATION
TEAMWORK • STRATEGIC PLANNING • MS OFFICE & PROJECT • GOOGLE • SMARTSHEET

EXPERIENCE

PROJECT MANAGER

SCOSCHE INDUSTRIES OXNARD, CA

OCT 2017 TO PRESENT

Scosche has provided consumer electronics products for big box retailers for 40 years including WalMart, Costco, Best Buy, Target and more.

Responsibilities: Manage the development of multiple products including: Heart Rate Monitor Product and associated App; Charging Cables; and Phone Mounts. Coordinate development details with manufacturers typically located in China. Work closely with Scosche team members in China and locally to coordinate development issues.

Achievements: Successfully launched multiple products to completion by coordinating closely with team members in China and the US. Sourced long lead time electronic components to fill manufacturing pipeline. Researched and ordered existing stock for key components to avoid manufacturing delays. Played an integral part in the development and testing of the Heart Rate Monitor App for both iPhone and Android, working with outsourced development team to address bugs and improve app quality. Initiated temperature testing of products to better understand performance in extreme heat and cold temperatures. Initiated endurance testing of metal plates for phone mount products, introduced more durable finishes to be considered. Assisted with implementation of SmartSheet roll out for development efforts.

PROJECT MANAGER

VSOLVIT, LLC. VENTURA, CA

SEPT 2014 TO JULY 2017

VSolvit is a small business experiencing high growth, focusing on federal government contracts and Geographic Information System (GIS Mapping) Technology innovations.

Responsibilities: Manage VSolvit Solution Center (VSC) Division - a dynamic group of 150+ remote team members, split across sixteen functional teams aligned to corporate department efforts. Manage multiple projects using multi-generational remote resources. Work across VSolvit departments to gather entry level projects for VSC. Train and coach Team Leads to lead teams and delegate assignments to team members. Responsible for meeting VSC recruitment targets, on-boarding and off-boarding, and managing staff performance issues. Work closely with HR to define and refine corporate policies related to VSC team. Teams include Marketing, Video / MultiMedia, Quality, Corporate Communications, VSC Recruitment, Google automation / Computer Programming, GIS, and Corporate Training. Hold a Secret Security Clearance.

Achievements: Instrumental in growing VSC team 400+%, leading team to recruit new candidates. Successfully solidified project pipeline to VSC teams, to the point where teams are beginning to merge with Corporate Departments. Implemented retention programs including All VSC monthly webinars and monthly Leadership Workshops for VSC Team Leads. Improved efficiencies by streamlining, documenting, and improving processes. Overhauling VSolvit's corporate training by standardizing training and updating systems.

STRATEGIC BUSINESS LEAD

PRAGMATIC SOLUTIONS, WESTLAKE VILLAGE, CA

AUG 2013 TO SEPT 2014

Pragmatic is a small, innovative technology company, creating big data technology solutions using adaptive and engaging techniques, and combining university research results with technology to create powerful applications.

Responsibilities: Identify key strategic markets for new business, including Special Needs, Autism, and Dyslexia segments. Support achievement of small business' marketing and business development initiatives, through research & strategy development. Track marketplace issues. Create business requirements, identify key success factors, prioritize features. Act as liaison between development team and customers, working closely with Project Manager.

Achievements: Led Strategic Analysis to streamline company messaging using analytical brainstorming tools. Led team to define business needs and tell the story of corporate strengths, for our own website redesign. Created site documentation,

worked with development team to ensure requirements were correctly built into website. Created proposal for Autism Hidden Intellect Assessment tool, created new connections in Autism community, identified opportunities for growth.

VP PRODUCT DEVELOPMENT
SYSDOME, INC. CALABASAS, CA

2003 TO 2004

Sysdome, Inc. provides fraud prevention & decision support tools to the mortgage industry.

Responsibilities: Managed a group of ten employees in the planning, definition, & development of Sysdome product deliverables. Worked with Sales and Marketing Teams to coordinate strategic launch plans. Gathered business requirements & customer feedback, created business requirements & project timelines, managed all phases of development lifecycle, tracked status. Documented and mitigated risks to maintain on-time launch. Supervised product roll-outs and participated with team in testing. Reported to CTO, and then President. Off-ramped career for personal reasons.

Achievements: Initiated the creation of product roadmap to better align technology resources to existing customer needs, while attracting new customers. Successfully led teams to launch multiple projects on-time. Kept Technology Group afloat after CTO left the company.

TECHNOLOGY PLANNING MANAGER
HOMESTORE.COM (NOW MOVE.COM) WESTLAKE VILLAGE, CA

2001 TO 2003

Move.com operates the Move Network of websites for consumers and real estate professionals.

Responsibilities: Managed Technology's \$30MM budget, reporting to CTO. Tracked strategic planning initiatives, managed contract details, liaison to Finance and Accounting for Technology financial issues. Responsible for fiscal management of 11 Technology Department Profit & Loss Statements. Led Annual Operating Plan review with Tech Depts.

Achievements: Successfully negotiated with 8 separate Business Unit Executive Teams to accept Technology's revised Financial Allocation Model and related charges to their AOP. Personally overhauled business- critical excel model, to better represent how each Business Unit utilized technology services, led sensitive negotiations.

SR. TECHNICAL PROJECT MANAGER
HOMESTORE.COM (NOW MOVE.COM) WESTLAKE VILLAGE, CA

2000 TO 2001

Responsibilities: Managed cross-functional development teams for multiple B2C and B2B projects in fast-paced start up environment. Tracked critical issues, mitigated risks, identified and tracked go/ no go points, communicated status to stakeholders, and kept team on track to achieve on-time launch. Utilized Agile best practices methods to manage projects and critical milestones. Led the prioritization of features into phased release plans, managed scope creep.

Achievements: Managed HomeStore.com's highest priority project, XLerator. Complex project was very intense with dynamic definitions, tight deadlines, very visible to CEO. Closely managed go / no go points, mitigated risks, & managed team. Resulted in successful on-time project launch.

ACCESSORY PROJECT MANAGER
TOYOTA MOTOR SALES, USA TORRANCE, CA

1998 TO 2000

Toyota Motor Sales, USA is the US sales arm of Toyota Motor Corp. My department developed automotive accessories for vehicles manufactured for the US market.

Responsibilities: Managed cross-functional teams, overseeing development across all aspects of accessory business including vendors (overseeing design and manufacturing processes), marketing, planning, supply, engineering and sales using a kanban approach. Managed project status & critical milestones to identify and mitigate risks to strive for on-time launch. Communicated project status and risks to stakeholders. Utilized modified waterfall approach with MS Project.

Achievements: Achieved on-time launch for multiple expedited and high profile programs. The first in-line installation (within US vehicle manufacturing plant) of truck bumper, requiring extremely detailed coordination with Japan & plant. The first full-product inline development for Corolla, for which I initiated new process and communication flow improvements with vehicle manufacturing plant team, resulting in streamlined development efforts. Successfully launched all products on-time.

PRODUCT DEVELOPMENT ENGINEER
TOYOTA MOTOR SALES, USA TORRANCE, CA

1991 TO 1998

Responsibilities: Managed all technical aspects of accessory development for up to 50 multiple products simultaneously, including each vendor's engineering team. Led each product team as technical project manager with separate detailed technical timeline, critical issues tracking, and risk mitigation. Responsible for creating product specifications; technical writing of installation instructions; testing prototype and final products; and installation presentations and training.

Achievements: Successfully launched a multitude of products on time. Successfully planned & orchestrated largest Accessory Installation Training Seminar to date. Incorporated 50 accessories, with presentations by 10 engineers, and 40 installers to be trained on each part. Initiated process to gather past event feedback to improve problem areas.

EDUCATION

California Polytechnic University, Pomona 1990
Mechanical Engineering, Alternate Energy Emphasis

Achievements: Led a team of 200 students as 1 of 3 Student Directors for Cal Poly's CaPSET (Cal Poly Solar Energy Team) program. Our team designed, fabricated and raced a solar-powered car from Florida to Michigan, in the first ever GM Sunrayce USA. Placed 10th out of 46 universities. Financed 100% of education by part time professional work.