

Maryali Rondon, MBA - CSPO

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EDUCATION AND TRAINING

Wyncode Academy - **Full Stack Web Developer** Dec 2019
Received training in programming languages (JavaScript, Ruby, HTML/CSS), web frameworks and libraries(Ruby on Rails, Bootstrap, MVC, React), version control and database management(SQL, PostgreSQL, Git), project management and development (GitHub, Agile Methodologies).

Scrum Alliance - **Certified Scrum Product Owner** Feb 2020

MobiusLoop - **Certified Mobius Product Practitioner** Feb 2020

Millennia Atlantic University- Doral, FL. July 2019
MBA – Master of Business Administration

Universidad Nacional de la Fuerza Armada – Venezuela Dec 2011
Bachelor of Science in Electronic Engineer

SKILLS AND QUALIFICATIONS

- Experienced Project Manager with expertise in preparing and assisting with operations, production, installations, meetings, and overall project schedules. Agile methodologies.
 - Bi-lingual (Fluent in English/Spanish)
 - Data Analysis /Detail Oriented/ Goal Oriented/ Problem Solver/ Leadership skills
 - Management Indicators (KPI's - OKR) / Microsoft Office Suit
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EMPLOYMENT AND EXPERIENCE

Gilly Vending, Miami, Florida May/2018 – Dec/2019

Assistant - Project management

- Coordinated and planned schedules and timelines for clients' installation projects, increasing predicted annual sales up to \$2 million.
- Created presentations for business meetings, kept minutes and tracking reports.
- Led the onboarding of acquired customers and assumed the main point of contact role for any client questions, project updates, and quality control.
- Supervised the multicultural team to ensure goals were met by leading daily standups to outline daily goals and productivity adjustments.
- Completed sub evaluations, comparisons and preparations of bids/ Draft, submit, and track all RFI's scope review, and complete buyout as required by project.

Cindu de Panama, Ciudad de Panama, Panama Feb/2017 – May/2018

On-field Project Manager (Construction)

- Responsible for outlining and developing construction projects including thermoacoustic panels for roof and walls, planning and supervising employees.

- Set project goals/ determined the measurable success in accordance with quality standards of the project and prepared status reports and deliverables.
- Ensured strict adherence to the budget and helped motivate team members to meet their targets.
- Liaison between the project team and upper-level management; prepared detailed reports for the operation of the project and related activities for the organization.

Cindu de Panama, Ciudad de Panama, Panama

Jan/2016 – Feb/2017

Assistant Project Manager (Construction)

- Assisted the Project Manager in all phases and aspects of the project providing support to Office/Field Staff
- Reviewed drawings/ Submittals to identify long lead times and critical path items to ensure timely completion
- Promoted positive subcontractors' relations by fairly addressing non-compliant subcontractors directly for compliance to accomplish client goals.
- Prepared and assisted with installations, meetings, and overall project schedules. Review for completeness and include in project documentation and scopes of work.
- Coordinated site visits to evaluate project progress in order to release progress payment as per the payment schedule.

Maxca International, Aragua, Venezuela

Sep/2014 – Nov/2015

Assistant Project Manager/Scheduler

- Provided support to top-level management and assisted with project coordination for the company/ Organized and scheduled meetings and appointments.
- Managed relationships with subcontractors, service providers and owners ensuring that all items were procured in a timely manner.
- Created and implemented PowerPoint presentations for leadership.
- Allocated assignments as needed and develop deliverables with management indicators KPIs to analyze department performance

Maxca International, Aragua, Venezuela

Mar/2013 –Aug/2014

Project Engineer

- Directed, coordinated and planned tasks for the company projects, including scheduling.
- Organized/scheduled preventive, corrective and predictive maintenance to the equipment assigned for engineering projects
- Ensured compliance with engineering principles, company standards, customer contract requirements, and related specifications.
- Continuous improvement in the process of projects execution/ completed and submitted reports.

Otepi Group, Caracas, Venezuela

Jan/2012 –Feb/2013

Project Engineer

- Developed basic, conceptual and detailed engineering with Odebrecht Construction Inc.
- Assisted in the construction of a gas and oil refinery in Venezuela.
- Analyzed plans and reports regarding the process of crude oil construction refinement for applicable requirements.
- Adhered to engineering principles and company standards to ensure compliance with contractual agreements.