

PROJECT MANAGER/SR. BUSINESS ANALYST

Summary

Experienced, motivated, results-focused leader ready to add value to your organization through my technology, business and change management process consulting, project management, and team building expertise. Strong leader with demonstrated ability to think strategically, plan tactically, and execute effectively. Proactive self-starter with a track record of personal responsibility, ownership of work, and a reputation for removing obstacles and finding solid solutions. Outstanding consensus building, interpersonal, motivational, and communication skills resulting in strong business partnerships and enthusiastic team members.

Skills

Program and Project Management/Business Analysis/Change Management/Full Software Development Lifecycle (SDLC)/Cross Functional Team Leadership/Financial Applications/HRIS

and Payroll/Distribution and Logistics/Customer-Vendor Relationship Management/Meeting Facilitation/ Lean-Business Process Re-engineering/Budget Planning & Tracking/Training

Experience

Project Manager/Sr. Business Analyst

September 2013 to Current Login Consulting @ Molina Healthcare 1/4 City , STATE

Responsible in direct customer assistance

Develop and direct project plans for business implementations.

Facilitate meetings with the business and IT to work through business requirements process and daily scrum meetings to review and resolve issues.

Conduct discovery meetings to determine current and future state for CRM Implementation.

Develop process maps, business requirements documents (BRD), change requests (CR), standard and joint operating procedures (SOP/JOP).

Create and conduct functional training sessions to include materials.

Develop and conduct UAT testing process and results reporting.

Manager of Financial Systems (Mattel and Fisher Price)

Mattel, Inc 1/4 City , STATE

Supervised a team of analyst and programmers supporting all financial disciplines.

Managed Legacy system conversion from multiple old systems to Oracle Financials and Hyperion.

Relationship Manager (IT)/Project Manager

Nissan Motor America 1/4 City , STATE

IT Manager/Project Manager/Administrative Operations

October 2010 to September 2013 SHIELDS For Families 1/4 City , STATE

Managed all functions within the IT Department, including staff, hardware, and software

Led projects to implement Electronic Health Records System and Applicant Tracking System to include the necessary change management to gain support

Led initiatives of change management in support of agency strategic directional improvements

Modeled the agency's business processes for 15+ programs in preparation of the implementation of the Electronic Health Records System supporting Intake to Billing processes

Performed assessment of agency readiness in relation to Health Care Reform covering processes and agency procedures

Authored technological proposal for funding to LA County Department of Mental Health, was approved and funded

Accountable for all IT purchasing, to include formal RFP processes for vendor and contractor services

Facility management, plan development end to end for new facility openings and departmental moves

Developed policies and procedures to standardize multiple functions in the agency and IT departments

Sr. Manager – Strategy, Planning, and Governance
June 2007 to September 2009 Mattel, Inc. 1/4 City , STATE

Global Lean Leader for the IT Department. Led Kaizen events that improved the process efficiency and cut costs. Developed project and change management plans to implement identified improvements.

Optimized the Business Analyst knowledge/skill base and development process across the entire organization. Transformed the organization by standardizing the BA toolkit developed to work strategically with the Managed Services development team. Trained over 40 analysts to formalize use of all forms, templates and process.

Managed the project governance function. Implemented Microsoft Enterprise Portfolio Management (EPM) System and successfully put the entire project portfolio online. Provided the ability to evaluate the entire portfolio through dashboards enabling enhanced decision making.

Managed the SOX compliance function, to maintain issue tracking and remediation. Met regularly with business process owners, internal and external auditors.

Partnered with H.R. Department to create a change management strategy to improve department morale. Created surveys and followed up with review sessions and discussions.

Oversaw monthly governance review board and processes in regards to business and IT strategies; ensured that all projects met internal standards evaluating functionality and against current portfolio and strategic business requirements.

Partnered with Senior IT leadership focusing on translating functional strategies into operational plans and priorities – annual portfolio

Planned and facilitated monthly meetings to support business analysts and the management team

Sr. Manager – HRIS
November 2004 to May 2007 Mattel, Inc 1/4 City , STATE

Led the HRIS team, Manager, Analysts, and Project Managers supporting the global PeopleSoft HRMS and multiple system upgrades and training.

Effectively presented strategic application additions to the systems portfolio.

Role alignment with both IT and HR leadership.

Sr. Manager – Global Production Support
October 2003 to November 2004 Mattel, Inc 1/4 City , STATE

Promoted upon completion of the Oracle Financial System implementation, accountable for the Oracle GOLD system providing 24 x7 production support globally.

Managed team of system analysts and programmers

Oversaw Oracle system upgrades and enhancements; managed the master schedule for application development and maintenance activities.

Education
Certificate : Computer Programming Urban League Data Processing Center 1/4 City , State