**LeRoy L. Vallejo**

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**Work Experience**

**Project Manager**  Houston, TX

*EPC Group*   May 2020 - Present

* Manage statement of work, scope planning, and execution of incoming projects while providing guidance to clients throughout the project life cycle while engaging in waterfall or agile scrum frameworks and methodologies. Managing multiple clients simultaneously while executing parallel phases driven to either MVP or phase 2 engagements and ongoing support for recurring clients.
* Review and assess Microsoft tenant architecture design, proper implementation, UAT, and deployment needs to identify further client-project requirements, costs, risk management, KPI’s, and continued support.
* Coordinate and lead task delegation, requirement gathering instruction through cross-functional teams and third-party contractors/vendors tasked with executing/implementing deliverables and driving them to completion; all the while upholding the SOW requirements and managing contracted hours budgeted for project.
* Consult clients on product solutions that will address their stakeholder needs directed towards achieving long-term success and adoption of governance best practices with custom training, technical/risk assessment and mitigation, and developing supporting documentation for their organization to leverage.

**Application Developer II | Scrum Master** Houston, TX

*University of Houston - M.D. Anderson Library Systems* June 2018 - May 2020

* Developed and released an open-source Content Management System into a production environment that will provide and assist stakeholders and users with valuable access to research materials, collection archives, and digital content repositories system-wide.

* Provided Product Owner with high-level reports with information based on project data metrics and writing detailed technical documentation on the use of our application tools for other associates or users as well.
* Coordinated project efforts in conjunction with the development team to create turn-key solutions that replace legacy systems by eliminating both technical debt, compliance risk, while also supporting stakeholder scope, budget requirements, and meeting deliverable timelines throughout the software development life cycle.
* Implemented iterative benchmarks by doing quality assurance, regression testing, and assisting the scrum master and product owner with activities such as the incremental bi-weekly sprints, backlog refinement, sprint planning, sizing, stand-ups, scrum board management, sprint review presentations, and retrospectives.

**Change Implementation Manager** Houston, TX

*DXC Technology*  Jan 2018 - June 2018

* Verified that requested changes are SOX compliant along with scheduling patch planning, end-user configuration testing, and delegating core function or feature customization tasks for new applications replacing client legacy systems and infrastructure to the appropriate project team.
* Analyzed application troubleshooting efforts and configured workflow automation tools before migrating into production.
* Upholding client specifications and release management by maintaining collaboration of work and effective communication between cross-functional teams.

**Business Systems Analyst** Houston, TX

*Empyrean Benefit Solutions*  June 2017 - Jan 2018

* Effective execution of deliverables, ad hoc technical solutions implementation, QA with problem analysis, conflict resolution, use-cases, test scenarios, technical documentation and reports as well as regression system testing.
* Provided ownership through subject-matter expertise on issue resolution, basic system configuration, data analysis and auditing, process improvement, and adapting business needs pertaining to the client’s industry.
* Assessed business work-flow and user requirements using Scrum methodologies, auditing, relational database assessment, graph visualizations, business intelligence and root-cause analysis strategies.

**IT Systems Specialist**  Houston, TX

*Aldine ISD - Technology Services* June 2015 - June 2017

* Administered, developed, and supported systems that required the procurement, implementation and repair of software and hardware tools along with large IT projects within the academic learning and test environments.
* Coordinated dynamic project efforts with administration, stakeholders, and 3rd party vendors to conceptualize, execute, problem-solve, and provide continuous support for their technology solutions.

**Skills & Proficiencies**

* Organizational Leadership
* Project lifecycle management
* Requirement's analysis
* Budget Administration
* Quality Assurance
* Agile Framework
* Waterfall
* Scrum
* Product Development/Configuration/Implementation
* Infrastructure Development
* Risk Mitigation Planning
* Documentation Management
* Project Planning

**Education and Certifications**

* **B.S. in Computer Information Systems** Houston, TX

University of Houston – ABET\* May 2017

* **Certified Scrum Master**  Houston, TX

Scrum Alliance - Credential ID: 1102764 Aug 2019

* **Lean Six Sigma – Yellow Belt** Houston, TX

University of Houston Certification June 2016

* **Corporate Communications: Project Management** Houston, TX

Udemy – Credential ID: Sept 2020

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