David Martin MS, PMP

56 Finn Street ♦ Valley Stream, NY 11580 ♦ (347) 522-0035 ♦ MTSConsulting@yahoo.com

## Core Competencies

**Project Management Professional** – ERP Application rollouts using SDLC methods, LAN infrastructure, VOIP systems, Continuous Improvement Management techniques

**Technical Trainer** – Instruct technical concepts in corporate environments.

**LAN Administrator** – I have 25 years’ experience and CCNA in building and supporting network infrastructures

**SharePoint Administrator** – Proficient in creating Site Collections and customizing workflow application pools.

## Management Tools

**Software:**

Microsoft Server 2008

Microsoft Office 365

Microsoft SharePoint Server 2010

OPNET Modeler 175

Adobe Captivate

Adobe Connect

Service Now

SPLUNK

Microsoft Access

Microsoft Excel

Microsoft Visio

Microsoft Project

Logical Choice training system

## Projects/Assignments

**National football league** New York, NY 07/2015 – Present

***PMO Project Coordinator***

* Coordinate project team activities to ensure that project deliverables are met per the schedule
* Prepare presentations and C-level status reports to Steering Committees
* Work with the team leads to obtain progress information and ensure ongoing update of the project plan
* Coordinate vendor activities to ensure integration into the main project
* Schedule meetings and document meeting minutes
* Lead discussions during project meetings, prepare and make presentations to stakeholders and senior management

.

**NeW Horizons** New York, NY 08/2014 – 07/2015

***Project Management Trainer***

* Trained SDLC, CIM, Clinical Trials and other methods to senior management of several large corporations including, City of New York legal department, and NYU Langone medical center.
* Instruct PM’ on level 3 Excel skills such as Nested Formulas using Conditional Logic, Macros, Formula Auditing, WhatIf scenario creation, Lookup Formulas and Power Pivot tables.
* Also train advanced MS Project, Access, and SharePoint skills to project managers of several large corporations
* Designed custom instructional content for complex proprietary and standard software applications.

**Morgan Stanley** New York, NY05/2013 **–** 08/2014 ***Project Manager – New Financial Management Platform Rollout***

* Branch Lead for large-scale T3, merger / proprietary software upgrade / Citrix / MS Office 2010
* Coordinate WAN circuit upgrades with Verizon SME’s at remote branch locations
* Coordinate with financial advisors and network engineers to distribute proprietary software across multiple concurrent deployment lifecycles
* Used Excel to provide cost and schedule variance updates with EVA formulas for PM’s
* Used Excel to add historical information, configuration data, and lessons learned to the organization’s process assets
* Used Critical Chain method to monitor cost and schedule variances and Exported data to Excel for analysis
* Validate project scope by ensuring deliverables met quality metrics in availability, defect frequency, and reliability before customer sign-off.
* Used SPLUNK macros in Excel to Manage project work during execution process, taking charge of key performance indicators, change requests, stakeholder engagement, scheduling, and resource allocation.

**State Farm**  Bloomington, IL 01/2012 – 04/2013

***Training Coordinator – Unified Communications VOIP System Rollout***

* Validated scope of project deliverables against metrics of reliability, on-time performance and availability.
* Trained personnel on organizational process assets such as internal procedures, support documentation, and compliance standards for the VOIP and CRM integrated communication platform.
* Communicated performance reports and status updates to branch managers and PMO
* Assisted CISCO engineers and PMO with hardware implementation strategies, troubleshoot WAN connectivity issues, and customize devices for branch use.

**New york department of homeless services** New York, NY11/2009 – 03**/**2010

***Classroom Trainer***

* Taught as a certified Client Assistance Relocation Enterprise System (CARES) instructor
* Presented to classes of up to 25 students on a daily basis
* Taught 18 separate courses using Adobe Captivate simulations
* Conducted on-site instruction under intense conditions in production environments

**ALL COVERED,** New York, NY02/2007 – 09/2009

**Account Manager – Multiple Hardware/Software projects**

* Managed portfolio of over 60 accounts that generated $1.2 million in revenue
* Used Earned Value Analysis to manage schedule and cost variances over project life-cycles
* Used custom Project Management platform to update project documents, process change requests, and control procurement process
* Used bottom-up estimating techniques to forecast cost, determine baselines, and quantify risks

**MARTIN TECHNICAL SERVICES,** Valley Stream, NY06/2003 – 02/2007

***Consultant***

* Supported the computing environments for 8 separate small businesses.
* Identified and resolved problems within service level standards
* Coordinated with 3rd party service providers to ensure proper response for all issues.
* Managed major projects such as rollouts, server builds and network cutovers.
* Provided desktop computing advice and use of other technology
* Administrated Exchange Server 2003 and Blackberry Enterprise Server 4.0 in production environments

**MASS ELECTRIC CONSTRUCTION,** Whitestone, NY 04/2001 – 06/2003

***Consultant***

* Contracted to upgrade and substantially improve the WAN connectivity.
* Switched WAN access from Frame Relay to T1.
* Installed Cisco VPN router for secure remote access to company headquarters in Boston, Sonic firewall router for LAN security, and additional WIN2k servers to load-balance file and application services.
* acquisition and installation of personal computer technology
* Assisted users to effectively apply the standard computing tools to more efficiently perform their job functions.

**LEHMAN COLLEGE,** Bronx, NY 06/2002 – 09/2002

***Linux Instructor***

* Taught network troubleshooting and administration of the Linux operating system to students ranging from beginner level to advanced individuals with industry experience
* Used instructional design tools to create weekly lesson plans
* Students ranged from beginner level to advanced individuals with industry experience
* Taught local area networking and Windows 2000 classes

**UGO TECHNOLOGY SOLUTIONS,** New York, NY 02/1999 – 03/2001

***Functional Manager – New Data Center Construction and Physical Network Migration***

* Employed CIM methods to manage multiple projects including server build outs for web hosting and hardware/software deployments.
* Used quantitative methods in project selection to determine earned monetary value and benefit cost ratios of acquiring select prospects as hosting clients
* Coordinated the physical move of IT infrastructure for 56 users over the course of a single weekend.
* Project included new server builds, business continuity and disaster recovery plans, bandwidth upgrades and VOIP implementations

**American Communications Network,** Dearborn MI 02/1995 – 09/1999

***Executive Field Trainer***

* Trained sales staff to provide direct marketing services for telecommunications giant, LCI International which was subsequently acquired by Global Crossing and Qwest respectively
* Trained telecommunications concepts before a sales force of 500.

**UNITED FEDERATION OF TEACHERS,** New York, NY 05/1993 – 02/1995

***Trainer***

 Set-up and implemented training program for over 700 personnel of the UFT.

 Recognized for creating a cost savings to marketing department of up to $900 for each employee trained in-house as opposed to off-site seminars.

 Developed help desk procedures for entire company using automated tracking and reporting tools.

# EDUCATION

Keller Graduate School of Management, New York, NY

***Master of Science***, ***Information Systems Management*** Graduated June 2015

Rochester Institute of Technology, Rochester, NY

***Bachelor of Science, Professional & Technical Communications*** Graduated: June 2010

*President Phi Beta Sigma Fraternity, Inc.*

*Director of Bigger and Better Business*

*Vice President of Student Union*

EAI Institute, New York, NY

***Network Administration Certificate Program*** Completed: 2002

## Other Interests

***PMI Certified Project Management Professional #3268630E1***

***Technology Workshop Facilitator – Elmont Public Library***