Damika Carvin

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Professional Experience

Project Manager/ Scrum Master

Motorola Mobility Remote June 2017 to December 2017

* Collaborate with IT leadership, project leads and Business to create roadmaps, project charters, business cases, communication and organizational change management plans in digital transformation, Oracle ERP, network/security and business intelligence.
* Led large complex projects with overall responsibility for successful initiation, planning, design, execution, monitoring, controlling, status reporting and closure of a project
* Drove activities to achieve measurable outcomes by managing schedule, resource, scope, budget, risk, issue, dependency, and vendor relationship
* Provide the necessary support to the delivery team on risk, issue management, with timely support and escalation
* Provide timely updates to the IT PMO and Stakeholders by producing regular status reports and steering committee governance updates
* Support IT PMO process framework, governance standards and audit controls Utilize project management (Waterfall and Agile) methodology and principles, and champion the culture change

Scrum Master

Hap Innovations Morrisville, NC February 2017 to April 2017

* Work collaboratively as part of a fast-moving team, leading them in agile product deliveries in accordance with QMS plan to ensure all artifacts are produced.
* Work closely with engineering and product management to develop the project plan, define timelines, milestones, and integration points. Implement this plan successfully with the team.
* Anticipate bottlenecks, provide escalation management, and present options between business needs versus technical constraints.

Project Manager

Genpact LLC Remote September 2015 to January 2017

* Worked with business and IT partners to identify and implement multiple technical projects of varying sizes, as defined by company methodology, such as building Enterprise Content Management Workflows, full life-cycle application (Healthcare, Banking, Entertainment, Retail)
* Guide the team's operations by facilitating ceremonies (e.g. daily standup, sprint planning) and instilling Agile principles into daily activities to ensure smooth functioning of the delivery team.
* Shield the team from interruptions and removes obstacles that may impact the delivery.
* Lead and manage project, business and IT stakeholders in a collaborative manner in order to successfully deliver planned scope, with quality, and according to approved timelines.
* Demonstrate understanding of Agile framework and iterative development practices and implement methods for tracking deliverables generated within this model.
* Incorporate Digital Lean Agile concepts into execution activities as appropriate and as directed by the IT PMO and the Agile Center of Excellence.
* Identifies team's training and tool needs.

Scrum Master/ Project Manager

Acumen Physican Solutions Durham, NC January 2015 to July 2015

* Managed web-based software solutions that enabled nephrologists to convert their patients' medical records into electronic health records (EHRs) for clinical medical practices.
* Lead two teams transitioning from Waterfall to Agile
* Collaborated with project owners, stakeholders, business analysts, and technical leads to confirm project scope, define business requirements and design software solutions to meet business need.
* Coordinate and manage work efforts across product development staff, client services, and clinical services to develop and deliver projects according to plan. Set and continually manage project expectations with all stakeholders.
* Escalate mission critical issues to senior level executives along with recommended mitigation plan Conduct status meetings and publish meeting summaries
* Present project status at company cross track meetings that include middle, senior and executive management

Agile Project Manager

Allscripts Raleigh, NC April 2013 to January 2015

* Support Allscripts Solutions Management by providing project management control on key initiatives, u pertaining to developing and delivering solutions to market or to internal process improvement.
* Ensure adherence to common processes, such as the Product Lifecycle Management (PLM) process, and the Software Development LifeCycle (SDLC).
* Work with Project Team to define, estimate & schedule project work to achieve project scope.
* Provide a platform for communication and relationship management - engage stakeholders for buy-in, relieve bottlenecks & complexity.
* Provide performance monitoring, information and reporting; help diagnose root cause of problems.
* Identify and escalate critical issues in timely manner.
* Ensure teams are taking corrective action as necessary to deliver complete scope, desired quality and timeliness of strategic programs.
* Keep team apprised via project plans, meetings and discussion minutes of project tasks identified, tasks to be completed, and work not completed.
* Identify resource needs and competencies
* Set and communicate team/individual responsibilities
* Raise concerns timely to leadership regarding mismatch on required project team member's competencies
* Allocate work load to fully utilize every program team member's talent
* Maintained clear visibility to contracted vs. actual hours + estimate to complete. Clear management to the contracted hours. Clear understanding of non-billable hours incurred; and effective management to eliminate any non-billable hours and impact to revenue and cost forecasts.

Project Management Specialist

Siemens Healthcare Cary, NC April 2001 to April 2013

* Developed, coordinated project schedules for system production, delivery, installation and applications. Resource allocation management for field engineers (Mammo, CT, MR, Therapy, Nuclear Medicine and PET Systems)
* Communicate project status updates, schedule and scope changes to internal and external stakeholders
* Handle and respond to customer questions, complaints, and problems to maintain high levels of customer satisfaction
* Complete mandatory checklists required at specific project milestones Conduct and assist in training of other Project Managers, task force activities, special projects

Education

Bachelors of Science in in Business Administration North Carolina Wesleyan College - Rocky Mount, NC December 2009

Bachelors of Science in Accounting North Carolina Wesleyan College - Rocky Mount, NC December 2009

Certified Scrum Master Scrum Alliance April 2015

Skills

Proficiency with Microsoft Office Suite (Project, Excel, Word, Outlook, PowerPoint, Visio, SharePoint, Jira and Confluence, Healthcare Industry, Quality, Medical Device, Project Management, Agile principles and processes, SAP (10+ years), Exposure to Banking and Finance