**Summary**:

Project Manager and Business Analyst with more than 15 years of technical and business experience in the high-technology industry utilizing strategy, leadership, and communication skills with a customer-focused approach to implement solutions in support of stakeholder objectives. Successfully delivered projects across global organizations generating cost savings of $13.1M. Ability to manage complex projects and deliver quality results. Loyal, highly adaptable, and extremely collaborative.

**Demonstrated Expertise**

### Strategic consulting and analysis

### Project methodology used to ensure scope, schedule, & cost

### Global resource management

### Customer-centric support

### Presentation and training

### Reporting and documentation

### Cross-functional networking

### Innovative problem solving

### Developing robust teamwork and customer relationships

### Strong communication skills

**Professional Experience**

**HGST**, A Western Digital Co., San Jose, CA (Contracting for Insight Global)

**IT Project Manager / Coordinator (IS&T) Apr. 2014 – Oct. 2014**

* Completed global initiative to Migrate 13,000 users from Lotus Notes to Microsoft Office 365.
* Reduced the initial migration schedule 3 months by formulating new strategies and collaborating with cross-functional resources to create process improvements.
* Coordinated on-time delivery efforts of global teams to ensure all users, distribution lists, conference rooms, and shared mailboxes were migrated according to schedule.
* Developed and implemented risk assessment based on system data accuracy’ and strove to make regular adjustments to maintain project schedule and budget.

**HEWLETT-PACKARD**, Palo Alto, CA - **1997 – 2013**

**IT Program Manager / Business Analyst (Corporate Functions) - Mar. 2012 – Mar. 2013**

* Drove $1.7 M in savings for a program consisting of 48 short-term projects under the Finance and Administration IT ensuring cost, time, and quality for all of the related projects.
* Negotiated $1.8 M in software proposals and contract renewals with vendors and business partners to ensure timely delivery of software updates and project assets.
* Accelerated PMO project requests requiring portfolio governance, resourcing and oversight by working with the business partners in Legal, Tax, Treasury, and Internal Audit.
* Delivered seven business solutions requiring architectural evaluation and infrastructure provisioning to upgrade applications to meet HP’s Next Generation Data Center standards.

**IT Project Manager / Business Analyst (Corporate Functions) - Mar 2007 – Mar. 2012**

* Achieved $11.7 M in cost savings for the integration of six separate patent, trademark, and contract applications into a consolidated Patent Management solution.
* Led Mergers and Acquisitions effort representing both Board of Directors and Legal to analyze and implement application integrations of Mercury, EDS, 3Com, and Palm.
* Managed migration for the entire suite of 28 Legal applications from local site server implementations into the Next Generation Data Center environment.

**Business Systems Analyst / IT Specialist / App Support (Legal) Mar. 1997 – Mar. 2007**

* Established IT solutions and processes for the Legal, Government Affairs, and Global Equity department personnel including Executives for Legal Patent, Trademark, and Litigation.
* Designed and established Legal server room facility, implemented environmental controls, and enforced HP IT security strategies and policies to ensure compliance.
* Maintained Legal server environment 24/7 by scheduling and performing installations of hardware, software, operating system upgrades, and required system changes.

**Certifications & Education**

* **Project Management Professional Certification (PMP) 2014**
* Certified MCSE / MCSAWindows Server 2003
* Certified MCSE / MCSA Windows 2000
* **Computer Technology/Computer Science**, DeAnza College, Cupertino CA
* **Business and Information Technology**, West Valley College, Saratoga CA

**Skills**

|  |  |
| --- | --- |
| **Project Management:**  **Legal:**  **Database:**  **Additional:** | Microsoft Project, SDLC, ITIL, Project and Portfolio Management (PPM), HP ALM (Application Lifecycle Management Suite), Cost Benefit Analysis (CBA).  Patent Management (Anaqua), Enterprise Legal Automation – TeamConnect (Mitratech), Matter & Spend Management (DataCert), Security Incident Reporting (PPM 2000), Content & Document Management (Docushare), ERMS (Electronic Records Management System), EPOline (European Patent Office), Wisdomain (Patent Search), Contract Management (initial investigation) Apttus, and Box.  MS SQL Reports, Database administration utilizing SQL Server Manager.  Microsoft Office Suite, SharePoint, Visio, Windows 2000/2003 XP 7 & 8, Application architecture, Dataflow diagrams, LAN configuration, HP servers. |

**Affiliations**

Member Project Management Institute, Silicon Valley Chapter 2013 – Present

Member Toastmasters International 2008 – Present

Toastmasters Hilltop Speakers Club President2012 – 2013