

Sarah M. Kim, PMP

Results-Driven Leader Dedicated to Optimizing Project & Program Operations

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Profile of Qualifications

- Highly accomplished **Certified Project Management Professional** eager to contribute 10+ years of experience in Agile Project Management, Strategic Planning, and Data Analysis toward maximizing a top employer's success
 - *Achieved FY23 Strategy and Planning deliverables within CSU organization milestones and on-time deliverables*
 - *Secured 2320 (766 unique) views within the first 2 weeks from the CE&S Hub using the Impact Guide*
 - *Effectively capable of ramping up on existing projects with minimal supervision helping to deliver complex, cross functional programs on time*
 - *Managed projects ranging from \$500 to \$800K in budgets with teams of 3-15 individuals*
- Expertise in developing and implementing continuous improvement processes for enhancing the localization, globalization, and requirements analysis of business programs
- Prioritize, coordinate, and manage multiple projects while achieving on-time, on-budget, and high-quality goals
- Dynamic communication and interpersonal relation skills with a continual commitment to discussing pertinent updates, issues, and corrective action plans with team members, cross functional programs, management personnel, vendors
- Adept at quickly earning the trust, confidence, and respect to cultivate positive relationships
- Bilingual individual, with fluency in English and Korean

Professional Experience

BOEING – RENTON, WA

Nov 2023 – Nov 2024

PROJECT MANAGEMENT SPECIALIST

- Helped develop a unified inventory management system for standard fasteners providing Just-in-Time (JIT) replenishment services to Area 3, Area 9/9QT, Area 9ST, and Area 5 (Dolly Castor) located in Renton.
- Key team member with the Renton MOS&L PMO team focused on managing capital and non capital projects.
- Managed a key capital investment "Jack Tester (North Boeing Field)" budgeted at 1.7 M by presenting to the Executive Leadership team the project proposal, securing approval to proceed and developing a partial Project Plan working in conjunction with the Engineering team.
- Managed the development of the Jack Tester (NBF) Project in collaboration with the organization's Finance focal, including the creation of project plans, cost, scheduling, and RIO documentations and documenting the RBPI process.
- Oversaw the Pedestrian Train Crossing project in partnership with EHS, GREF, and Facilities focusing on enhancing pedestrian safety during Renton train operations.

BEYONDSOFT (MICROSOFT) – BELLEVUE, WA

MAR 2022 – SEPT 2022

BUSINESS PROGRAM MANAGER

- Strategically coordinated, planned, and managed FY23 planning efforts within CSU workstreams including workstream kick-offs, weekly working sessions, business evaluation, and support solutions
- Focused on planning & strategy overseeing the development and management of the Role Success pillar and delivering RolEx's supplementary deliverables, such as the FY23 Impact Guide, External CSU Overview Guide, and Career Options Guide for ICs and Managers
- Prioritized daily workflow such as managing the ROB, leading working sessions, and running weekly team meetings becoming the representative and advocate of the Role Excellence team
- Remained in constant contact with workstream owner, Solution Area (SA), Field partners, CE&S, and HR to communicate CSU timelines and Role Success Guide requirements
- Developed and managed all PPT, MS Excel, and MS Word walking decks for the Role Excellence team

BEYONDSOFT (MICROSOFT) – BELLEVUE, WA

OCT 2019 – JUL 2021

BUSINESS PROGRAM MANAGER

- Served an integral leadership role as member of the CompassOne (Deal Management) team within MS Services Organization with the responsibility of owning workstreams and coordinating run state projects
- Consistently ensured project operations adhered to guidelines outlined in the SBO Asset Repository
- Prioritized daily workflow such as managing the ROB, leading working sessions, and running weekly team meetings to achieve on-time, on-budget, and high-quality launch goals
- Coordinated, planned, and managed the migration from DocuSign to Adobe Sign platform (Lift & Shift capability) including defining requirements, operations, launch management, change management, and finance support
- Developed and managed the E-signature Sharepoint site for CompassOne.
- Kept lines of communication open with stakeholders to gather business requirements, perform in-depth analysis, and set priorities for achieving the on-time launch of 2 major content releases within 18 months that involved 43 languages and 72 templates
- Led user acceptance testing within a select group of teams.
- Provided administrative support throughout project operations for the C1 tool by managing data points and data analysis by creating queries using MS SQL and MS Excel to aid in the decision making process

MURPHY & ASSOCIATES (MICROSOFT) – BELLEVUE, WA

FEB 2017 – SEPT 2018

PROJECT MANAGER

- Successfully delivered 6 quarterly SOX Compliance reviews for Microsoft UST organization
- Proficiently analyzed relevant data to ensure accuracy and access to UST assets and tools
- Skillfully developed and implemented process improvements aimed at enhancing processes and documentation procedures

VALENTE CONSULTING (MICROSOFT) – BELLEVUE, WA

SEPT 2009 – JUL 2014

LOCALIZATION PROGRAM MANAGER

- Responsible for managing multiple projects and the end-to-end localization efforts for MSFT groups such as World-Wide Volume Licensing and SBD.
- Performed localization project analysis, worked closely with internal customers, external vendors, stakeholders and legal counsel.
- Managed the localization success metrics, budget, invoicing, terminology maintenance, language quality and identified localization risks.
- Successfully completed the localization efforts of the Enterprise Work Order which consisted of 43 languages with an end budget of \$750,000 which required continuous updates.

Education & Professional Development

Bachelor of Arts in Business Administration, Seattle Pacific University
Project Management Professional (PMI-PMP) - Credential ID 1935076

Technical Efficiencies

SQL Basics, Azure DevOps (ADO), HTML, XML, SDL WorldServer, SDL TRADOS, E-Signature, UX Testing, SharePoint, MS Project