

---

# Sherri Randolph

## High School STEM Curricular Expert, Engineer, Project Manager

1004 Middle Street  
Pittsburgh, PA 15212  
(412) 482-2563  
sherri.randolph@aol.com

### EDUCATION

**Howard University, Lewis K. Downing College of Engineering** - *B.S. Mechanical Engineering*

DECEMBER 1986

### COMPUTER SKILLS

HTML, Microsoft Projects, SharePoint, Certified Fanuc and PLC Trainer

### EXPERIENCE

**Penn Foster High School, Pittsburgh, PA** - *Senior Project Manager*

2020 - PRESENT

- Develop and lead the Academic PMO function in alignment with the organization's EPMO
- Manage performance of academic project managers and workforce planning staff, conduct regular Performance Dialogues
- Establish project management and workforce planning practices, templates, resources, and tools to be used across the academic team
- Manage all aspects of assigned projects:
  - Schedule and facilitate project kickoff, scoping, requirements gathering, and status meetings
  - Develop project plans, manage project expectations and deliverables, and direct resources
  - Estimate level of effort and project costs
  - Establish, maintain, and communicate timelines and schedules
  - Provide regular communication that details project status, risks, and mitigation plan to ensure project success
  - Ensure academic projects move through the process and are completed on time and within budget

**Braddock Hills Propel High School, Pittsburgh, PA** - *Math Coach*

2019 - 2020

- Prepare high school students for the state standardized exam in mathematics
- Help the staff customize the curriculum for the math state exam
- Ran a technical enhancement program for the high school

---

## **Bishop Canevin High School, Pittsburgh, PA - Career Technical Education Teacher**

2018 - 2019

- Develop the curriculum and lesson plans for the following CTE classes for high school students: Introduction to Engineering Design, Principles of Engineering, Robotics, and 3D Modeling
- Supervise technical Project Base Learning efforts for staff and cross curriculum courses
- Improved the SAT math scores for seniors and juniors by conducting tutoring

## **FedEx Ground, Pittsburgh, PA - Project Manager HRIS**

2010 - 2017

- Led IT projects to automate and/or upgrade HR (PeopleSoft) based systems for benefits. This includes all project responsibilities from scheduling to testing and communicating status updates to shareholders.
- Developed the project plan then generated the project schedule with target release dates to automate several manual HR operations for FedEx Ground
- Led the Human Capital Management cross-functional team from project justification to implementation of a new HCM system through the following phases for both Agile and Waterfall type projects
  - Concept Phase
  - Definition Phase
  - Planning Phase
  - Development Phase
    - QA Testing
    - DevOps
  - Launch Phase
    - Acceptance Testing
    - Implementation Plan
  - Post-Launch Phase
- Led a cross functional diverse team of programmers in the design and development of a benefits self-service application with touch screen dashboards for all 540 facilities in US and Canada using PeopleSoft data
- Managed the design and developed of a new menu driven FedEx HR website using SharePoint
- Mentored and trained developers and project engineers

## **FedEx Ground, Pittsburgh, PA - Technology Research Engineer/Project Manager**

2007 - 2010

- Researched and developed autonomous systems for packaging handling operations for FedEx Ground. Work closely with robotics manufacturers to develop and customize systems that would improve productivity of FedEx facilities
- Designed and developed the automatic sortation system using PLCs and a semi-automatic sort-to-voice system for small packages
- Developed the load/unload and palletizing robotic programs to model and material handling and logistics solutions for FedEx Ground terminals as well as customers distribution centers
- Developed a web service interactive logistics map for FedEx business partners and customers to use for transit and routing using HTML web base program
- Designed and developed pic/place and palletizing Robotic systems for FedEx Ground distribution centers to improve production cost and efficiencies

---

**Sarah Heinz House, Pittsburgh, PA** - *Technology Education Director*

2005 - 2007

- Developed and coordinated the Technological Education programs and curriculum
- Managed the computer and robotics technical trainers and helped start the May Madness Robotics Completion for school students in Pittsburgh
- Managed the yearly budget and overseen the programs expense

**YouthPlaces, Pittsburgh, PA** - *Curriculum Developer and Project Manager*

2003 - 2005

- Developed the math curriculum that improved PPS students standardized test scores
- Supervised the implementation of the math program across 17 locations
- Managed and trained staff of 25 employees

**Wilksburg Charter School, Pittsburgh, PA** - *Math Teacher*

2001 - 2003

- Taught Algebra, Geometry, Algebra II, Precalculus, and Calculus
- Managed the coursework, homework and test or secondary students

**Roadway Packaging System Inc., Pittsburgh, PA** - *Material Handling and Facility Engineer*

1992 - 1997

- Designed and developed material handling systems for distributions systems
- Prepared specifications and cost analysis for conveyor sortation system
- Conduct vendor analysis for new and upgraded projects to improve overall efficiency

**Westinghouse Electric Corp., Pittsburgh, PA** - *Refueling Engineer*

1990 - 1991

- Designed and developed tools that removed the nuclear spent fuel from the reactor and transported them to the spent fuel reactor
- Prepared specifications and cost analysis for spent fuel tooling system

**Procter And Gamble Company, Cincinnati, Oh** - *Health and Personal Care Project Engineer*

1986 - 1990

- Designed, developed, and implemented new technologies for the production of new package designs
- Quality control testing and implementation to improve production efficiencies
- Developed the specification and design requirements for new systems and controls for products