

IT Project Manager  
All phase project management  
Finance - Manufacturing - Non-Profit

- Business Acquisition: Managed project to integrate IT systems of new business lines into corporations.
- Office 365 Migration: managed International project to migrate email to cloud-based service eliminating annual contract costs of \$100K+
- Software as service implementation: Using Agile management techniques, implemented enterprise health & safety record system

#### **Certifications/Education**

- Project Management Professional, #1877868 Grant date: 12/15, Expiration date: 12/21
- Lean Six Sigma Green Belt Grant date: December 7, 2017
- Certified Scrum Master, #807413 Grant date: 7/12/18, Expiration date: 7/22
- Certified Amazon Web Services Cloud Practitioner, grant date 7/2019
- Tidewater Community College Chesapeake, VA Associate in Applied Science Major: Computer Information System Honors: Magna Cum Laude

#### **Professional Experience:**

##### **Project Manager**

##### **Scrum Master Consultant**

##### **Apex / Altria Center for Research & Technology**

**7/2019 - 6/2020**

- Managed \$1.1M dollar project to migrate data acquisition software that operates all the instrumentation in Analytical Sciences to a new enterprise platform. Migration of five instrument platforms across 3 separate vendors. Cross matrix project involving eight business departments. Duties included project communication to the team and stakeholders. Lead project team in identifying and addressing risks, issues, and accomplishing charter goals. Acquired customer product and business process knowledge from domain experts and use of information in analysis, design and implementation efforts. Documented requirements, scope level of effort, track responsibilities & delivery dates. Interfaced with vendors to align, schedule, coordinate, and ensure services are delivered as contractually stated. As Scrum Master, mentored and coached the Product Owner to develop well defined features and stories for product backlog. Ensured goals, scope, and product domain are understood by everyone on the Scrum. Used innovative techniques for effective Product Backlog management. Coached the Scrum Team for the need for clear and concise Product Backlog items. Ensured that the Product Owner arranged the Product Backlog to maximize value. Practices agility coordinating vendor engagements and scrum team alignment. Facilitated Scrum events as requested or needed

##### **Project Management Consultant**

**Apex / Capital One**

**9/2018 - 6/2019**

- Collaborate with application development teams and their file transfer processes for a data center exit program to Amazon cloud services. Manage work streams and assist clients with new file transfer processes. Work with agile teams to groom and process work

**Project Management Consultant**

**Hays / SunTrust**

**3 - 4/2018**

Developed project plan for workstream segment, created risk register, initiated technical team to conduct test.

**Project Manager**

**Infranet**

**12/2017 – 2/2018**

- Responsible for planning and scheduling large projects, scheduling engineering resources, and communicating with clients, vendors, internal staff, and management. Ensure projects are completed at a high quality, on time and on budget, and with high level of customer satisfaction.

**Project Manager**

**Hillphoenix**

**11/2009 – 08/2017**

- Instrumental in getting projects executed and completed on time, under budget and delivering the value expected. Have managed 118 IT projects over seven years at previous employers including the following highlights.
- VA Plant Expansion: managed project installing IT services in second plant to double manufacturing capacity.
- Business Acquisition: managed project to integrate IT systems of new business line into corporations.
- Local Internet / WAN Service / Business Continuity: Managed project to reconfigure business sites in N. America for cloud-based services, reduction of WAN costs, and implementation of business continuity services.
- Denmark O365 Migration: managed International project to migrate email to cloud-based service eliminating annual contract costs of \$100K+
- 2003 Windows Server Replacement: managed project to replace or retire 100+ enterprise servers at end of life.
- International ERP Upgrade: managed International project to upgrade enterprise resource planning application with payback in 2.9 years
- Enterprise O365 Email Migration: managed project to migrate enterprise email services to cloud. resulting in recovery of 6+ terabytes of storage, 50% reduction in email administration.
- Telephone Upgrades for Manufacturing Centers: managed projects to replace phones and systems for 1,500+ employees increasing sales productivity by 7%.

- Costa Rica Expansion: managed international projects to provide IT services in business expansion into new markets.
- 2008 AD Upgrade: Managed project to upgrade enterprise network system affecting 15 sites in North & Central America.
- RFID Implementation: Managed project to implement RFID raw material inventory reception increasing processing by 75%, reducing labor costs by 40%.
- PC Replacement: managed project to replace 1,000+ computers used in business and production operations of largest manufacturing site.
- Software as service implementation: Using Agile management techniques, implemented enterprise health & safety record system