

Client Name

Contact info

Summary of Qualifications

I am a Project Manager who develops project roadmaps that drive full-cycle, complex projects from requirements-gathering through to launch. My success is based on building consensus with stakeholders on remote teams regarding project scope, timelines and deliverables, and collaborating with cross-functional teams to ensure successful roll-outs. I am as comfortable working with startups as I am in highly matrixed environments. As a corollary to project management, I develop best practices for procedures that ensure consistent achievement of project goals.

Selected Projects

- Conducted gap analysis of IT practices targeted during internal audit to develop procedural best practices that ameliorated gaps & strengthened IT operations
- Met aggressive schedule to manage upgrade project within 5 months that required tracking releases, bug fixes & deliverables while planning for failover & disaster recovery for multiple remote clients' pre & post production environments
- Coordinated with IBM & Broadridge stakeholders to complete Ascendis development environment & Windows/SQL upgrade, achieving project goal to migrate from expired equipment & reduce footprint from 61 to 21 servers
- Coordinated migration of Broadridge client's data center within aggressive timeframe, achieving minimal impact to user population & providing client PM with resources for mock tests & live cutover
- Collaborated with marketing & web development teams to implement best practices for prioritizing queue of projects in varying phases of lifecycle that led to utilization of a cost recovery model that saved significant funds
- Advised hospital management throughout vendor contract negotiations, resulting in 20% cost savings for large scale systems & infrastructure project
- Project managed multi-million dollar infrastructure project for Columbia University, beginning with proposal, cost analyses, & equipment vendor negotiation, which facilitated relocation of network resources with minimal downtime

Professional Experience

Employer

2014 - present

Project Manager, Technical Services

(promoted from Project Leader role)

- Developed project roadmaps for multi-phased IT projects within ITIL framework by developing business cases & working with cross-functional teams to drive successful implementation
- Worked simultaneously on systems upgrades, development, pre-production, incident management & disaster recovery while planning data center relocation
- Collaborated with global stakeholders across the enterprise to track deliverables, & scheduled activities to achieve project launches on time & within budget
- Ensured project scope alignment with clients' strategic objectives
- Established protocols & policies to reinforce professional development of Project Management Office by coaching to project managers & technical teams

2011 - 2014

Freelance Project Management Consultant

- Developed client pipeline of major hospital networks, public & private sector clients technology projects that included IT infrastructure corporate relocations, build-outs, Virtual Private Networks, disaster recovery, desktop rollouts, infrastructure upgrades, Google Apps implementations, email migrations, & software application development

Weill Cornell Medical College

2007 - 2011

Information Technology Project Manager

- Collaborated with stakeholders in marketing & project teams to implement resource capacity planning & portfolio prioritization of 15-20 web services projects throughout varying phases of lifecycle
- Led multiphase projects consisting of build out of facilities, migration of standalone systems, incident management & technology roll-outs
- Identified vendors to implement imaging systems to improve departmental workflow
- Developed project management tools standards for project management office
- Mentored technical teams & project managers

St. John's University

2006 - 2007

Senior Network Engineer

- Managed construction project (project roadmap, status updates, & implementation)
- Identified resources, assets, & user requirements to launch infrastructure projects required by 800 staff members

Columbia University

1998 - 2006

Senior Network Engineer

(promoted from Help Desk Manager)

- Managed enterprise upgrade projects construction
- Negotiated Cisco network upgrade & developed project plan to complete within three-month period

Certification

Project Management Professional (Project Management Institute)

Methodologies

Waterfall, Hybrid, Agile

Software

Google Apps, Clarity/Open Workbench, MS Office (Word, Excel, PowerPoint) Visio, Outlook, Project, JIRA, Confluence

Education

Queens College B.A. candidate - Psychology