

PROJECT MANAGEMENT PROFESSIONAL

PROJECT PLANNING & COORDINATION • PROGRAM DESIGN & MANAGEMENT • TEAM LEADERSHIP

Project Management Professional with career track of leading the coordination, planning and execution of diverse projects across multiple verticals. Noted experience in supporting all project tasks by working closely with teams and resources to ensure successful on-time completion. Advanced program leadership and process improvement skill set combined with the ability to assess operational and client needs and develop project plans accordingly. Recognized for leadership, communication and cross-functional collaboration strengths.

Areas of Expertise

Project Planning, Management & Execution • Program Management • Resource Coordination • Client Relations
Team Leadership • Operational Assessment • Inventory Procurement/Control • Expense Tracking • Logistics Planning
Grant Management • Project Deliverables Management • Technology Implementations • Cross-Functional Collaboration

SKILLS PROFILE

Project Management

- Provided end-to-end leadership of diverse projects from initial planning through final completion.
- Oversaw the planning and execution of project aspects, including developing project plans, defining requirements, managing materials, monitoring budgets, tracking milestones, coordinating resources, negotiating with clients and establishing project scope and schedule.
- Established and maintained relationships with clients and project teams to communicate project changes and status, as well as milestone completion.
- Built, developed and managed a staff of up to 15, providing ongoing coaching, leadership and support to ensure optimal performance across all functional areas.

Operations Leadership

- Built strong relationships with clients, cross-functional teams and senior management to discuss project roadblocks and concerns, as well as communicating project changes and milestone completion.
- Leveraged analytical skill set to identify operational inefficiencies, implementing processes, programs, projects and strategies as needed to drive continuous improvement.
- Interacted with clients, cross-functional teams and senior management to discuss project roadblocks, making recommendations for scope changes as needed.

PROFESSIONAL EXPERIENCE

ABC Company, New York, NY

2012 - 2015

Assistant Program Director - Family Child Care

Provided strategic leadership of the Family Child Care program, overseeing all related aspects, including family development, resource coordination, compliance management and operational planning. Held direct accountability for purchasing and managing supplies, coordinating contractors and ensuring compliance with regulatory requirements.

- Sourced, secured and maintained program supplies and materials to support all family care providers.
- Introduced a new inventory management process to maintain accurate tracking of supplies using a barcode system; partnered with the IT department to lead the end-to-end design and deployment of the new system functionality, resulting in accurate inventories and decrease in product loss.
- Restructured the program's warehouse and incorporated new functionalities into the system to support equipment disposition, shipping and purchasing.
- Coordinated and delivered monthly training meetings for all family care providers to ensure their ongoing professional development; instructed team members in all required processes, procedures and regulatory standards to meet Army Child & Youth Services guidelines.
- Developed and maintained training materials and program manuals, updating as required to maintain operational efficiency and compliance.
- Supported the program's growth by onboarding new contract family care providers to facilitate childcare programs within their personal residence. Grew resources from 1 to 6 to support up to 36 military families.

ABC Company, New York, NY

2010 – 2012

Security Specialist Supervisor – Defense Information Systems Agency (DISA)

Coordinated and supported the planning and execution of large-scale civil engineering and public works projects while simultaneously ensuring the overall security of the base through risk management and mitigation. Worked closely with project resources consisting of foreign nationals and deployed contractors, facilitating the onboarding and security screening process to maintain base safety and regulatory compliance.

- Contributed to the execution of various projects, including capital upgrades by reviewing project plans and revising as needed to resolve and eliminate key issues. Partnered with project leaders to communicate changes to project plans, as well as implementing new deliverables.
- Led the coordination of all projects by reviewing a high volume of daily client service requests and assigning project resources to ensure client expectations were met.
- Built and managed strong relationship with IT department to perform all technical installations, upgrades and other related projects based on client needs. Assigned security personnel to work with IT resources during project activities to maintain base security and access control.
- Obtained Department of Defense (DoD) Top Secret Clearance.

ABC School, New York, NY

2003 – 2010

Department Head – Media Program

Progressed internally from classroom teacher to program leadership role based. Promoted to oversee the complete overhaul of the severely outdated School Media Program. Directed all aspects from resource planning, product sourcing, grant management and cross-functional collaboration to drive the rapid improvement of the program.

- Wrote and submitted grant proposal to secure funds to restructure the program; managed the allocation of funds based on immediate needs and product prioritization.
- Sourced and secured a completely new inventory consisting of 20K+ pieces of educational media, including books, journals, photographs, videotapes, electronic database information, bibliographic citations, computers and computer applications/software.
- Led a large-scale project focused on cataloging all new media to ensure accurate inventory tracking; input data in appropriate database for automated inventory control.
- Managed all inventory activities, including distribution and turn-in of media products to 750 students.
- Functioned as technical expert for all operational systems and platforms, introducing software upgrades and new technologies to meet the needs of all students, faculty and staff.
- Recruited 7 staff members as volunteer technical support professionals; provided training for team on all systems, applications and media program processes to ensure the delivery of optimal technical support.

TECHNICAL SKILLS

Microsoft Office (Word, Advanced Excel, PowerPoint, Outlook), Lead Velocity CRM, QuickBooks, AutoCAD, Google Sketch Up, Adobe Photoshop, Adobe Reader, Chief Architect, Rendering, Space Planning, Color Theory, Hand Drafting

EDUCATION

UNIVERSITY OF COLLEGE, New York, NY
Bachelor of Science, Business Administration

UNIVERSITY OF COLLEGE, New York, NY
Associate of Arts, Residential Planner

UNIVERSITY OF COLLEGE, New York, NY
Bachelor of Science, Marketing & Finance