

INFORMATION TECHNOLOGY PROJECT MANAGER

Summary

SUMMARY Skilled IT professional with 7 years of proven success in developing and leading cross-functional technical teams to execute and deliver major technology initiatives using the Agile methodology and Scaled Agile Framework (SAFe). Well-versed in managing projects with co-located and off-site teams. Expertise in gathering and translating requirements, leading scrum teams, and release management, including owning the release management lifecycle for multiple applications across different environments.

Skills

- Agile methodology
- Project management
- SAFe Program Increment (PI) Planning
- Scrum / Kanban / Scrumban
- Aptitude for resolving challenging problems
- Client relations
- Team building
- Release management
- Scrum master / Business analyst
- Atlassian suite (JIRA, Confluence, Trello)
- Public Trust Clearance Level 4
- Agile
- Approach
- Budget
- Business analyst
- Concept
- Client
- Client relations
- Features
- Functional
- Team building
- Managing
- Meetings
- Procurement
- Project Management
- Project plans
- Real-time
- Risk-assessment
- SCADA
- Supervisory Control and Data Acquisition
- Fluent in Spanish
- Upgrade

Experience

Company Name | City, State INFORMATION TECHNOLOGY PROJECT MANAGER 03/2019 - Current

- Support Design-Build Supervisory Control and Data Acquisition (SCADA) Upgrade Project using project management expertise.
- Identify and implement technology tools to facilitate resource planning for multiple projects, identify interdivisional dependencies, encourage real-time team collaboration, and develop streamlined workflows to expedite project submittal reviews.
- Introduced the concept of SAFe to lead planning event to prioritize fiscal year acquisition and procurement needs based on project criticality and available internal resources.
- Developed annual planning process to support capital improvement planning activities such as project identification and prioritization.

Company Name | City, State AGILE PROJECT MANAGER 10/2014 - 03/2019

- Led transition of risk-assessment tools from downloadable software to web-based platform, including EPA's Vulnerability Self Assessment Tool, Climate Resilience Evaluation and Awareness Tool (CREAT), and the Workshop Planner for Climate Change and Extreme Events Adaptation tool.
- Developed project plans and cost estimates with well-defined milestones in collaboration with project team and subcontractors for each contract period of performance.
- Tracked project level-of-effort and budget expenditures to enable the team to deliver work products while managing changes to scope, schedule, and budget.
- Provided cost projections using labor rates to manage specific project tasks from project inception to completion.
- Tracked resource availability and allocate staff according to client priorities for the project goals and timeline.
- Managed communication of project status, including risks, within the project team and external to the project team.
- Gathered and communicated performance metrics and develop performance reports.
- Identified and managed project risks, defined opportunities for improvement, and worked with the project team and senior leaders to establish corrective actions.
- Worked with team members to participate in the quarterly SAFe PI planning events to develop realistic work plans and release timelines for client-prioritized workstreams.

Company Name | City, State RELEASE MANAGER 10/2014 - 03/2019

- Negotiated, planned, and managed all release activities identifying risks and corresponding solutions to maintain the release schedule.
- Established deployment needs and ensured compatible architecture and configuration of final deliverable.
- Facilitated production readiness reviews and release retrospective meetings with the project team.
- Served as the primary point of contact with IT partners in deployment planning activities using a Scrumban (Agile and Kanban) approach.
- Identified ways to optimize platform capabilities and maximize efficiencies.
- Identified issues and performed root-cause analysis.
- Ensured all changes met readiness criteria prior to deployment.
- Worked with developers to resolve deployment issues and system outages.
- Tracked release metrics to identify process improvements.

- Conducted functional configuration audits and physical configuration audits to meet CMMI standards.

Company Name | City , State BUSINESS ANALYST / SCRUM MASTER 10/2014 - 03/2019

- Facilitated requirements meetings and grooming sessions with the development team and the client to identify desired features and functionality.
- Facilitated daily scrums, sprint reviews, sprint retrospectives, and sprint planning with the project team.
- Captured and translated requirements to the development team via Jira, Confluence, and during daily scrums.
- Tested the application across desired platforms in the development, staging, and production environments to ensure proper implementation of requirements.

Education and Training

- Scaled Agile Framework (SAFe) 4 Agilist certification

2019

Project Management Professional (PMP) 2018

American University | State Master of Arts in International Affairs 2011

American University | State Master of Arts in Natural Resources 2011

Clemson University | City , State Bachelor of Arts in Biological Sciences 2008

Languages

Fluent in Spanish