

Keywords (in ALL CAPS):

MANAGING APPLICATIONS AND INFRASTRUCTURE PROJECTS

BUDGETING/FUNDS MANAGEMENT

COMMUNICATION AND DOCUMENTATION

Federal Resume

JOHN CURTIS

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Professional Overview

XYZ Corporation, Baltimore, MD

10/2008- Present

Project Manager

Salary: \$79,000

Supervisor: Name, Phone Number, May be contacted

Hours per week: 40

MANAGING APPLICATIONS AND INFRASTRUCTURE PROJECTS: Led technical projects from initiation through implementation including planning, analysis, design, development, testing, and implementation. Successfully planned, managed, and implemented project which delivered \$25M in benefits by reducing 20 hours in labor costs across all 1,800 stores. Project required new hardware for each store and significant training and change management skills.

- › Developed test plans and managed multiple test efforts to capture system requirements and test cases for each effort using Quality Center as well as PVCS Tracker to document defects identified during testing.
- › Won Employee of the Month Award, Project Manager Award, and other awards due to performance.
- › Saved company over \$600k per year by initiating and managing process improvement project worth \$175K.
- › Successfully developed & implemented capital tracking process for FY14 to track over 40 projects worth over \$30M.
- › Evaluated hardware, firmware, software, and commercial off-the-shelf (COTS) products proposed for implementation to assess performance and ensured the components did not conflict with desktop image/applications as well as the organization's information technology infrastructure.
- › Successfully managed Omni Project – Store Cash Management System, a \$19M dollar project with \$27M in expected benefits. Conducted store POC to prove out the benefits. The POC stores were able to reduce costs to meet the benefit. Implemented change across the division.
- › Developed project plans to determine scope of work for applications support and automation information systems. Created operating plans and determined and allocated resources.
- › Planned, directed and managed work to establish short term and long term goals in functional test areas. Oversaw a wide range of assignments covering functional test areas and validated that business applications that were developed were in accordance to the organizational standards.

BUDGETING/FUNDS MANAGEMENT: Saved company money by reducing costs by introducing cost cutting solutions, streamlining processes, and making recommendations for improving processes. Audited records, prepared monthly reports, and ensured adherence to generally accepted accounting principles. Developed departmental budget of \$17M using current and historical budget data. Met budget controls through tracking and managing expenditures. Ensured projects were completed within budget through tracking projects' status, performing cost analysis, and resolving budget issues. Made approvals or disapprovals of funds requests and provided technical assistance with fiscal allocation.

COMMUNICATION AND DOCUMENTATION: Cultivated and established strong relationships with clients, ensuring top quality service and satisfaction. Built and established collaborative and cross-functional relationships.

- › Served as a primary liaison with stakeholders, IT management, customers, vendors, subject matter experts, Team Leaders, Developers, and other staff. This involved effectively expressing concepts both orally and in writing.
- › Communicated technical information in laymen's terms so it could be understood at different organizational levels.
- › Represented organization at conferences, conducted staff meetings, presented test results, and made recommendations for improving processes.
- › Utilized knowledge of organization's policies and procedures and regulatory requirements to create and disseminate correspondence, reports, memoranda, and other materials to the Department of Homeland Security.
- › Performed quality reviews of documentation and reports by staff. Developed and wrote technical manual.