

**Summary:** Strong collaborative leader with 12+ years of direct project management and business transformation experience, with a background in implementing a broad variety of enterprise technology solutions, managing productive teams and supporting multiple strategic initiatives concurrently.

**Professional Skills:**

Portfolio Management; Project Planning and Execution; Enterprise Analysis; Fiscal Responsibility; Decision Making; Client Relationships; Policy Compliance; Traceability; Technical Writing; Problem Solver; Team Leadership; Corporate Training

**Implementations:**

Workday HCM; LexisNexis CounselLink; Office 365; Greenhouse Recruiting and Onboarding; Concur Invoicing; Vena; LeagueApps; SAP ERP FICO; SAP BW; Lloyd's Bank EBS; Citrix 5.0; SharePoint 2010; Benefitfocus; Vocus; Granite Telecommunications; HomecareCRM; CareVoyant EHR

**Technical Skills:**

iMeet Central PGI; Daptiv PPM Changepoint; Slack; ServiceNow; JIRA Atlassian; Wiki Confluence; SharePoint; Microsoft Office Suite (O365, Outlook, Word, Project, OneNote, PowerPoint, Visio, Excel, Power Pivot); Remedy; Numara Track It

**Experience:**

**Agilent Technologies** – 2850 Centerville Road Wilmington, DE 19808 [www.agilent.com](http://www.agilent.com)

**Program Manager** (2018 – Present)

The SAP Delivery team manages critical enterprise platform and drives cross functional initiatives involving varied stakeholders. Goals and objectives are to work collaboratively, develop continuously, and foster a community culture. Responsibilities:

- Partner with Global Sourcing to develop contract materials, and perform control monitoring of external suppliers.
- Source teams and deliver projects for back office departments such as Regulatory and Quality Assurance, Order Fulfillment, Manufacturing, and Logistics, within scope and on budget.
- Manage IT alignment program for identification and tracking, and labeling of GHS hazardous products.
- Identify continuous improvement framework and develop repeatable processes for upgrading SAP ECC, CRM, GTS, SCM, BW modules.
- Lead IT engagement in company sponsored innovation contests, roadshow events, and onboarding initiatives.

**Major League Baseball** – 245 Park Avenue, 34<sup>th</sup> Floor New York, New York 10167 [www.mlb.com](http://www.mlb.com)

**Senior Project Manager** (2016 – 2018)

The Enterprise Technology department supports business applications for the Baseball Office of the Commissioner. Goals and objectives are to deliver on all commitments, manage projects and products to budget, and support stakeholders to a high level of satisfaction. Responsibilities:

- Principal project manager covering all elements of SDLC, including custom built and proprietary solutions for departments such as Baseball Operations, Legal, International, Labor Relations, Youth Programs, Office Operations, Recruiting and Talent Management, Diversity and Inclusion, Human Resources, and Finance.
- Lead PMO office and process improvements for all project managers, to standardize project templates, improve project transparency, and increase project successes.
- Product owner of the Daptiv Changepoint PPM tool, and work with a team to define configuration requirements and administer change requests, to enhance overall product performance and user adoption.
- Engage with internal and external vendors to monitor contracts, track budget to actuals reports, adhere to release management standards, and supervise towards deliverables.
- Oversee Enterprise Technology intern pipeline, devise intern resource work plans, and monitor their experience.

**IPG Interpublic Group** – 560 Lexington Avenue, 4<sup>th</sup> Floor New York, New York 10022 [www.interpublic.com](http://www.interpublic.com)

**Project Manager** (2015 – 2016)

Efforts to drive quality and consistency, remain at the forefront for SAP ERP program delivery. Responsibilities:

- Manage portfolio of over 40 SAP initiatives, track key metrics, and deliver executive status presentations.
- Assist in SAP program delivery planning, create roadmaps, and deployment ROI benefit analyses.
- Provide program leadership for global SAP FICO deployments (Wave 9, Wave 10, Wave 11, and five cycles of SAP Accelerated Deployments), over 4,700 users, in 52 locations, across five countries.
- Contribute to SAP program strategies on accelerated deployments, agency change requests, pre deployment phase, country tax localization requirements, role of shared accounting services, solution adoption, and cutover.
- Improve alignment on project closeout phase, and transition to business as usual handover procedures.

- Reorganize the continuous improvement team, including baselining the enhancement request process, and collaboration methodology between global client support services and product development teams.
- Supervise several global Project Management Associates, and their deliverables.

**Senior Associate Project Manager** (2013 – 2015)

Project Management at Interpublic Group operates as a global center to provide direct support for SAP initiatives and SAP FICO deployments to advertising agencies and media entities. Responsibilities:

- Provide project management leadership on global SAP FICO deployments (Wave 6, Wave 7, and Wave 8), over 9,800 users, in 55 locations, across 10 countries.
- Assist the Budgeting and Resourcing team on global deployments of SAP BW to over 100 agency chief financial officers.
- Partner with compliance team to create and maintain a controls framework for external SOX audits and agency legacy data conversion reconciliation approvals.
- Develop change management database to track SAP system configuration requests in advance of SAP go live.
- Administer SharePoint 2013 for over 400 business transformation users.

**BAYADA Home Health Care** – 101 Executive Drive, Moorestown, NJ 08057 [www.bayada.com](http://www.bayada.com)

**Project Coordinator** (2011 - 2013)

**Associate** (2008 - 2011)

Reporting to the Chief Information Officer, the Project Coordinator drives efforts to bring together the goals, projects, and purpose of the Information Technology division into a productive and transparent work stream. Responsibilities:

- Lead security audits and compliance analysis of key enterprise applications with external vendors, with a focus on oversight of federal and state laws including HIPAA and HITECH requirements across 50 states and three operating countries.
- Author internal IT policies on BYOD, Cyber Security, and Data Encryption, and ensure company-wide adoption to IT policies.
- Liaise between the business owners and technology resources to define need, address a problem, and conduct requirements analysis of technology systems to optimize business processes.
- Estimate personnel resources and skill requirements to produce quality project deliverables on-time.
- Prepare budgets and obtain approval for internal funding requests, external vendor SOWs, RFPs, and Contract Authorizations.
- Lead product requirements gathering sessions with operational business experts and documentation of business process workflows to effectively design functional roles in technology systems.
- Creation and communication of clear and concise enterprise status reports and executive sponsor presentations.
- Structure and conduct requirements interviews and focus group meetings with project stakeholders.
- Coordinate acquisitions of technology assets, including lead project manager on headquarters relocation project.
- Supervise and manage Associates, and coach junior team members.

**Other Experience:**

**Archivist** (2008) RAAB Collection – P.O. Box 471, Ardmore, PA 19003 [www.raabcollection.com](http://www.raabcollection.com)

**Literacy Specialist and Educator** (2005-2006) Center for Literacy – 399 Market Street #201, Philadelphia, PA 19106 [www.centerforliteracy.org](http://www.centerforliteracy.org)

**Education:**

**Villanova University** – 800 East Lancaster Avenue, Villanova, PA 19087

**Post Graduate Certificate** – Project Management, Business Analysis, (2009 – 2010)

**Oxford Brookes University** – Headington Campus Gypsy Lane, Oxford, OX3 0BP, United Kingdom

**Master of Arts** – History, (2006 – 2007)

**Temple University** – 1801 North Broad Street, Philadelphia, PA 19122

**Bachelor of Arts** – History, Writing, (2000 – 2005)

**Temple University in Rome** – Lungo Tevere Arnaldo Da Brescia, 15, 00196 Roma, Italy

**Study Abroad** – History, Italian Studies, Spring Semester (2003)

**Volunteer and Charity Work:**

- Board member of MLB Pride, a business resource group that supports LGBT initiatives for Major League Baseball.
- Formal mentor of summer interns in the MLB HYPE Program, a youth employee and engagement initiative.
- Invited guest speaker for the Jackie Robinson Foundation, a scholarship program to mold tomorrow's leaders.