**[Program Project Manager](https://www.postjobfree.com/resume/ad1jyl/program-project-manager-livingston-nj)**

**Location:**Livingston, NJ

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**Resume:**

DIANA TURETSKY

Livingston, NJ 07039 • 617-872-0339 • dianaturetsky25@gmail.com • linkedin.com/in/diana-turetsky/ PROFESSIONAL SUMMARY

Certified professional with over 15 years of experience in project, program, and product management in education finance, and other industries. A strategic thinker and problem-solver, adept at delivering complex enterprise-wide initiatives. Expertise in driving business analysis, overseeing product and software development, managing publishing processes, facilitating system integration, and ensuring accurate financial reporting. Skilled in bridging communication gaps between non-technical customers and technical teams, fostering collaboration and understanding. A natural leader who enhances organizational efficiency through process improvement, teamwork, and cross-functional collaboration, experienced in change management, successfully navigating organizational shifts and fostering adoption of new processes and technologies. WORK HISTORY

Program Project Manager, 09/2017 - 09/2023

The College Board

Led project and program management in software development and project lifecycles for the Pre-AP program, in support of Content and Assessment teams to develop and revise 11 STEM and Humanities courses (such as EL, Language Arts, World History, Algebra 1 & 2) grades 9 through 11, successfully implemented in over 1,330 schools nationwide, impacting over 30,000 students

• Successfully managed and led portfolio of 6-10 complex projects and programs through strategic planning, project governance, dependency management, collaborative teamwork, stakeholder engagement, and senior leadership reporting, resulting in achievement of key performance indicators (KPIs) and organizational business goals

• Championed cross-office workflow process improvements and change management strategies, which enhanced productivity by 45% in 5 teams, including implementation of waterfall and agile methodologies

• Coordinated multiple internal and external vendor relationships, including successful contracts negotiation and management, RFP process, efficiently producing and publishing over 60 Pre-AP Instructional Materials and Supplemental digital products and ADA compliance testing in face paced environment with stringent production schedules within 18 months cycle

• Supervised annual budget forecasting of $2M+ budget, and resourcing activities for Pre-AP Content and Assessment areas, ensuring annual 20% cost savings Program Project Manager, 02/2016 - 11/2017

Professional Examination Services

Headed Project Management Office (PMO), monitoring all projects' activities, facilitating product management and development, mentoring staff, and consulting in applicable clients' services and products such as ProExam Write and ProExam Bank with over $3M budget

• Managed team of 3 engineers in agile environment to enhance development and QA processes for ProExam products in 6 months, with 96% customer satisfaction rate

• Assisted in company merger and acquisition, leading successful 1.5 year transition effort for book of 6 clients, migrating from ProExam to PSI, including data management, service delivery, professional services, and operational project deliverables

• Provided detailed technical and operational direction in project challenges, client services, and conflict resolution management in implementation, and onboarding of new clients for Proexam Insights platforms Project Manager, 03/2015 - 10/2015

Equinox Fitness

Led multiple projects, in 7 months transformed inefficient processes in Equinox's product line, increasing productivity by 20% and saving $200K

• Supervised enterprise-wide security initiative to analyze, perform vulnerability and penetration scanning, social engineering, data privacy and other discoveries to build remediation plans

• Successfully implemented multi-product web-based Corporate Online Sales worth $300,000, cutting costs by 20% with Customer Service integration to SalesForce using Agile/Scrum methodology and JIRA tool

• Replaced Equinox old Point of Sales system and back office for retail and food beverage stores (for 75 clubs), including RFP process and identifying compatible vendors for pilot rollout with $2M budget Project Manager, 07/2014 - 01/2015

Macmillan Publishers

Led and managed project activities for Technical Solutions department related to complete replacement of existing publishing system to Biblio 3 implementation, with over $1M budget management

• Successfully transitioned complicated data in Data Hub, tracking all action items, risks and issues and driving them to resolution with external and internal stakeholders, slashing previous data issues by 50%

• Enhanced project templates, refining requirements, coordinated testing, and established mitigation strategies with international vendor for global implementation Principal, 01/2014 - 04/2014

Infinitive

• Assisted Time Warner Corporate PMO office to set up recommended approach and governance for new shared services initiative to centralize Time Warner functions for IT and Real Estate across all divisions (HBO, Warner Bros, Turner)

• Redesigned and managed integrated project plan with HR, Finance, Tax, Procurement and other work streams, and managed other related PMO processes

Project Manager, 10/2013 - 12/2013

Active Health Management/Aetna

• Led process improvement initiatives using Six Sigma, and presented recommendations to Senior Management to make organizational improvements for long term and short term solutions, cutting over $1M in penalty costs and work reduction

• Created process flows, power point presentations, and other relevant project documentation, establishing new metrics system such as time tracking

Project Manager, 11/2012 - 01/2013

Societe Generale

• Led project activities for Asset and Procurement department related to replacement of trading machines to PC Blade platform for all bank's traders, $500,000 budget scope

• Developed and updated plan project' scope and timelines, recommending solutions to meet budget and regulatory needs for all 200 users

Project Manager/Consultant, 04/2010 - 03/2012

Infosys Technologies Ltd

• Led 8 month project for Compliance Technology Group a Fidelity Investments to automate and enhance current processes in order to meet urgent SEC audits, managing a team of 7 located in India in USA, and 5 work stream activities to address the audits within 4 months and avoid paying $1 million audit fees

• Successfully delivered an enterprise-wide strategic initiative that would overhaul the Benefits Accounting at CitiGroup, for Fringe Collection and Payroll Taxes Forecasting processes for the US and international financial tracking of employees, $2M project scope

Project Manager, 01/2007 - 12/2009

Diversified Investment Advisors

• Promoted to Project Manager role leading all the technology and process improvements initiatives and acted as a bridge between Boston and New York office, managing internal and external resources for re-engineering business processes and website, creating and executing technologies for Defined Benefits automated administration platform

• Led improvements across the business that eliminated paper trails, improved benefit calculations from 30 to 10 day process, and shortened the sales cycle by 40%, saving $1M annually Senior Business Analyst, 07/2006 - 12/2006

Fidelity Investments

• Worked for Echannel and Human Resources Technology Groups, collaborating closely with systems group to conduct technical reviews, integration analysis, ensuring that business requirements were met

• Led all project activities for Fidelity Employee Survey, critical initiative for Corporate HR in 2006 including project planning, testing efforts, pilot support, and established strong relationships with project ME's, technical partners, and vendors

Business Consulting Systems Analyst, 04/2004 - 03/2005 Accenture

• Led User Acceptance Testing efforts for Custodial Reconciliation System, including defect entering in ClearQuest, monitoring stability of system, and status reporting

• Acted as liaison between Business team, System Integration team and Developers team to ensure that all application gaps are filled and application is delivered on time SKILLS

• Program Leadership & Management: Stakeholder

Communication & Management, Risk Management,

Change Management, Strategic Planning, Problem

Solving, Conflict Management, Acquisition, Decision- Making, Vendor Sourcing, Negotiation, Contract

Management, Team Training and Development,

Presentation Creation and Delivery, Account

Management, Vendor Relationship Management,

Contract Negotiation, Contracts Management, RFP

Process

• Training and Process Improvement: Organization

Management, Team Development and Training,

Resource Allocation and Management,

• Project Management, Business Analysis,

Requirements Elicitation, Systems Optimization

• Product Development & Testing: Usability Testing, Quality Control, Software Development Process

• Financial Analysis: Cost Accounting, Customer

Success, Life Cycle Management, Customer

Experience, Cost Management, Forecasting, Budget

Coordination

• Project and Product Management Software & Tools: SharePoint, Microsoft Visio, JIRA, Rally, Trello, Azure DevOps (ADO), Rational, RequisitePro, Monday.com,

Smartsheet, Teams, Confluence, Microsoft Project,

MS Office, Asana, Google Drive

• Data Analysis & Reporting: Microsoft Excel, Microsoft Access, SQL, BI Reporting

• Website & Visual Presentation: HTML, JavaScript, Adobe Acrobat Pro, Adobe Photoshop, Adobe

Lightroom, Microsoft Powerpoint, AI Tools

EDUCATION

Bachelors Of Arts: Economics & Complex Organizations, 05/2002 Mount Holyoke College - South Hadley, MA

CERTIFICATIONS

• PMP - Project Management Professional

• PMI-ACP (Agile Practioner)

• Scrum Master (Scrum Alliance CSM)

• Yellow Belt Lean Six Sigma

LANGUAGES

#HRJ#dfbc82ee-2c50-42b7-a167-bb3fcaf90619#

• Fluency in English, Hebrew and Russian