**[Project Manager Program](https://www.postjobfree.com/resume/ad1w4o/project-manager-program-vancouver-wa)**

**Location:**Vancouver, WA

**Posted:**December 12, 2023

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**Resume:**

Assistant Program Manager

Intel Corporation · Contract

May 2023 – Nov 23 · 6 mos.

Hillsboro, Oregon, United States · Hybrid

Report to the project manager and assist with preparing action plans, analyzing risk and managing resources. You will work closely with the project manager (PM) and a project team of subject matter experts (SMEs) across Business Ops, IT, Finance, so strong communication skills are a must. Your mission is to help the project meet milestones and deliver on time and within budget.

Analyzing project activities, maintaining and updating the project schedule, managing assignments, monitoring progress and communicating to the project team.

• Help the project manager with administrative duties and processes

• Schedule meetings and keep minutes

• Assist PM as they consolidate cross-functional workstream project plans into comprehensive program schedule (Help develop Gantt, outline workstream dependencies, etc.)

• Assist PM and Transition Change Management (TCM) lead in preparing, distributing and or archiving project materials and project communications

• Monitor progress to schedule, capture and track risks, issues for resolution – Help PM follow up and close opens

• Collaborate with PM & TCM on stakeholder presentations Reports to the project manager and assist with preparing action plans, analyzing risk and managing resources. You will work closely with the project manager (PM) and a project team of subject matter experts (SMEs) across Business Ops, IT, Finance, so strong communication skills are a must. Your mission is to help the project meet milestones and deliver on time and within budget. Coordinating project activities, maintaining, and updating the project schedule, managing assignments, monitoring progress, and communicating to the project team. • Help the project manager with administrative duties and processes • Schedule meetings and keep minutes • Assist PM as they consolidate cross-functional workstream project plans into comprehensive program schedule (Help develop Gantt, outline workstream dependencies, etc.) • Assist PM and Transition Change Management (TCM) lead in preparing, distributing and or archiving project materials and project communications • Monitor progress to schedule, capture and track risks, issues for resolution – Help PM follow up and close opens • Collaborate with PM & TCM on stakeholder presentations

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Skills: Project Management · Microsoft Excel · Event Planning Skills: Project Management · Microsoft Excel · Microsoft Word Microsoft SharePoint

Project Coordinator Contract

Nov 2022 - Apr 2023 · 6 mos.

Scottsdale. AZ., United States Remote

Act as a trusted advisor and gatekeeper in the adoption of AXON Evidence.com digital evidence management system capabilities to facilitate agency policy, standards, business processes, workflows, and efficiencies.

• Responsible for ensuring the schedule, budget, and details of the project.

• Develop a project timeline and deliverables, requirements, process, and procedure to receive, distribute.

• Demonstrate hands-on technical understanding of modern applications (frontend and backend) for system set up and configuration, cross functional services, environments, applications, and systems.

• Possess API knowledge to establish APIs, test APIs, integrate APIs with other applications and systems.

• Demonstrate ability to implement, drive, track, and report project updates/status to the OPD CTO in the form of a dashboard, action log, meetings, etc..

• Troubleshoot IT issues, and provision requests utilizing the OPD helpdesk system.

• Participate in presentations, solution demonstrations, & deployment plan criteria.

• Operates with a sense of urgency, accuracy, and detail-orientation, while maintaining consistent lines of communication with all teams involved in project.

• Provide training on AXON Evidence and perform knowledge transition to the OPD IT project team.

• Statewide travel is required by accompanying State employee. Other duties as assigned.

Required Skills/ Experience:

• Collaborative Leadership

• Detail Oriented

• Strong verbal and written communication

• Time Management

• Interpersonal

• Project Management

• Vendor Management

• Quality Assurance Act as a trusted advisor and gatekeeper in the adoption of AXON Evidence.com digital evidence management system capabilities to facilitate agency policy, standards, business processes, workflows, and efficiencies. • Responsible for ensuring the schedule, budget, and details of the project. • Develop a project timeline and deliverables, requirements, process, and procedure to receive, distribute. • Demonstrate hands-on technical understanding of modern applications (frontend and backend) for system set up and configuration, cross functional services, environments, applications, and systems. • Possess API knowledge to establish APIs, test APIs, integrate APIs with other applications and systems. • Demonstrate ability to implement, drive, track, and report project updates/status to the OPD CTO in the form of a dashboard, action log, meetings, etc.. • Troubleshoot IT issues, and provision requests utilizing the OPD helpdesk system. • Participate in presentations, solution demonstrations, & deployment plan criteria. • Operates with a sense of urgency, accuracy, and detail-orientation, while maintaining consistent lines of communication with all teams involved in project. • Provide training on AXON Evidence and perform knowledge transition to the OPD IT project team. • Statewide travel is required by accompanying State employee. Other duties as assigned. Required Skills/ Experience: • Collaborative Leadership • Detail Oriented • Strong verbal and written communication • Time Management • Interpersonal • Project Management • Vendor Management • Quality Assurance

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Skills: Customer Service · Time Management · Customer Service · Time Management · Event Planning

Assistant Project Manager Contract

Apr 2022 - Oct 2022 · 7 mos.

Portland, Oregon

MSPO initial set-up, updating and maintenance of schedule; and changes to schedule

Managing Capital Project Budgets from Small to Large

• Capital projects are to build out facility infrastructure – network, Wi-Fi, lan/wan closets, VoIP phone systems, etc.

• Small project example - Move department of 10 cubicles from 1 floor to another

• Large $500 million project - building a new hospital

Run Reports that are used in the accomplishment of completion of projects

• Create requisition for products, services, and labor used in the completion of tasks

• Create/ update a review report that informs the Project Manager status of financials health of multiple projects assuring closeout is at 5% or greater

• Advanced use of Excel in the creation Pivot Tables that are used to crunch numbers with the Marcos and Formulas which are used in maintaining project status for updating the PM

• Look at spend vs budget. If project spend is too high, escalate to PM. If things look “off” financially, escalate to PM

• Order equipment from various sources, initiate requisitions which ultimately become purchase orders that were tracked and validated integrated into the total budget allotted for project completion

• Must have Analytical background, able to look at data and ask questions, draw conclusions, etc.

Go Live Activities

• Arrive in person to receive equipment

• Do procurement for IT equip

• Set up command center - coordinate, order food, make sure the command center has what they need MSPO initial set-up, updating and maintenance of schedule; and changes to schedule Managing Capital Project Budgets from Small to Large • Capital projects are to build out facility infrastructure – network, Wi-Fi, lan/wan closets, VoIP phone systems, etc. • Small project example - Move department of 10 cubicles from 1 floor to another • Large $500 million project - building a new hospital Run Reports that are used in the accomplishment of completion of projects • Create requisition for products, services, and labor used in the completion of tasks • Create/ update a review report that informs the Project Manager status of financials health of multiple projects assuring closeout is at 5% or greater • Advanced use of Excel in the creation Pivot Tables that are used to crunch numbers with the Marcos and Formulas which are used in maintaining project status for updating the PM • Look at spend vs budget. If project spend is too high, escalate to PM. If things look “off” financially, escalate to PM • Order equipment from various sources, initiate requisitions which ultimately become purchase orders that were tracked and validated integrated into the total budget allotted for project completion • Must have Analytical background, able to look at data and ask questions, draw conclusions, etc. Go Live Activities • Arrive in person to receive equipment • Do procurement for IT equip • Set up command center - coordinate, order food, make sure the command center has what they need.

Project Coordinator Contract

Nov 2019 - Mar 2022 · 2 yrs. 5

Vancouver, WA.

Support senior Project Managers who are assigned to the Transmission Project Management organization (TEP). Project work will be focused on the building and rebuilding of Transmission Lines and Access Roads that will expand, maintain, and enhance transmission line operations. TEP is responsible for the planning, execution, and monitoring of capital projects.

• Coordinate all submitted Work Requests for Real Property Services (includes survey requests, property purchases, encroachment concerns, etc.).

• Verify scope requirements from requestors.

• Follow up with requestors for additional information as needed.

• Manage requests and perform all aspects of planning/scheduling business systems maintenance for current Real Property Services projects in SharePoint site.

• Coordinate Real Property efforts on assigned projects.

• Assist with day-to-day project activities, such as issue tracking and risk mitigation, and preparing/delivering status reports.

• Coordinate with Project Managers to create and develop logic driven schedules for BPA Transmission projects.

• Provide support to Program and/or Project Managers for tracking, research and schedule control of major projects.

• Analyze project data for completeness and accuracy on SharePoint and within Asset Suite.

• Validate work orders

• Verify project team members

• Verify links to data, etc.

• Assist and coordinate with the Real Property Internal Operations Team to develop and implement new work management processes as required.

• Solicit, and obtain project scope information from all relevant sources. Document and record in appropriate automated data systems. Provide support to the Terrain software program as needed or requested by users groups.

• Provide reporting support to Real Property.

• With guidance from the financial lead for TER, compile estimating information for the Realty work portion of capital project and land project estimates.

• Gather data from Realty team members in TERR, Term Support senior Project Managers who are assigned to the Transmission Project Management organization (TEP). Project work will be focused on the building and rebuilding of Transmission Lines and Access Roads that will expand, maintain, and enhance transmission line operations. TEP is responsible for the planning, execution, and monitoring of capital projects. • Coordinate all submitted Work Requests for Real Property Services (includes survey requests, property purchases, encroachment concerns, etc.). • Verify scope requirements from requestors. • Follow up with requestors for additional information as needed. • Manage requests and perform all aspects of planning/scheduling business systems maintenance for current Real Property Services projects in SharePoint site. • Coordinate Real Property efforts on assigned projects. • Assist with day-to-day project activities, such as issue tracking and risk mitigation, and preparing/delivering status reports. • Coordinate with Project Managers to create and develop logic driven schedules for BPA Transmission projects. • Provide support to Program and/or Project Managers for tracking, research and schedule control of major projects. • Analyze project data for completeness and accuracy on SharePoint and within Asset Suite. • Validate work orders • Verify project team members • Verify links to data, etc. • Assist and coordinate with the Real Property Internal Operations Team to develop and implement new work management processes as required. • Solicit and obtain project scope information from all relevant sources. Document and record in appropriate automated data systems. Provide support to the Terrain software program as needed or requested by users’ groups. • Provide reporting support to Real Property. • With guidance from the financial lead for TER, compile estimating information for the Realty work portion of capital project and land project estimates. • Gather data from Realty team members in TERR, TERM

Bus Operator

Dec 2018 - Aug 2019 · 9 mos.

Portland, Oregon

Provide safe, reliable, courteous, and efficient bus transportation service for residents and visitors in the TriMet service area. Ensuring a commitment to safety through consistent and professional behaviors in performance of job requirements that demonstrate safety is a fundamental value that guides all aspects of our work. Perform related duties as required.

• Prepare bus for operation by performing pre-trip safety inspection. Monitor the ongoing condition of the vehicle during operation.

• Operate a bus on specified route(s) according to established time schedules. Follow District rules and policies, obey traffic laws, and remain knowledgeable regarding any changes in same.

• Develop and practice defensive driving skills to prevent vehicle or passenger accidents. In the event of an accident or emergency, assist passengers to assure their safety.

• Monitor and initiate two-way radio calls, reporting any unusual conditions such as accidents, passenger incidents or traffic problems promptly.

• Provide accurate information to customers regarding fares, routes, schedules, and operating rules. Announce major streets, transfer points, and points of interest as required. Always maintain courteous and professional demeanor with customers.

• Assist disabled passengers with boarding and exiting the bus. Secure wheelchair clamps or safety belts as may be required.

• Provide verbal and written reports to District supervisors and management regarding route, safety, schedule, fare, and operational problems or concerns.

• Assist in the instruction of student operators for route orientation and further development of the student's operating skills.

• Track and report work planning and scheduling to assess the effectiveness of and provide recommendations to improve routes and customer experience.

• Prepare required paperwork, such as lost and found tags, accident/incident reports, and bus defect reports Provide safe, reliable, courteous, and efficient bus transportation service for residents and visitors in the TriMet service area. Ensuring a commitment to safety through consistent and professional behaviors in performance of job requirements that demonstrate safety is a fundamental value that guides all aspects of our work. Perform related duties as required. • Prepare bus for operation by performing pre-trip safety inspection. Monitor the ongoing condition of the vehicle during operation. • Operate a bus on specified route(s) according to established time schedules. Follow District rules and policies, obey traffic laws, and remain knowledgeable regarding any changes in same. • Develop and practice defensive driving skills to prevent vehicle or passenger accidents. In the event of an accident or emergency, assist passengers to assure their safety. • Monitor and initiate two-way radio calls, reporting any unusual conditions such as accidents, passenger incidents or traffic problems promptly. • Provide accurate information to customers regarding fares, routes, schedules, and operating rules. Announce major streets, transfer points, and points of interest as required. Always maintain courteous and professional demeanor with customers. • Assist disabled passengers with boarding and exiting the bus. Secure wheelchair clamps or safety belts as may be required. • Provide verbal and written reports to District supervisors and management regarding route, safety, schedule, fare, and operational problems or concerns. • Assist in the instruction of student operators for route orientation and further development of the student's operating skills. • Track and report work planning and scheduling to assess the effectiveness of and provide recommendations to improve routes and customer experience. • Prepare required paperwork, such as lost and found tags, accident/incident reports, and bus defect reports

Account Development Representative

Jun 2016 - Dec 2018 · 2 yrs 7 mos.

Portland, Oregon

Supported the Enterprise Sales Executive team members in an effort to maximize customer and prospect interaction that will ultimately lead to new closed business.

• Consistently generate background knowledge of targeted accounts and research appropriate contact details.

• Provided daily support to the Enterprise Sales Executives, including:

o Maintained consistent communication with the Enterprise Sales Executives.

o Provided product and sales briefing to prospects and clients, as required.

o Delivered follow-up items from meetings/presentations.

o Assisted in the preparation and signature of MNDAs, business proposals and sales orders.

o Responsible for the development of annual individual sales targets and organizational objectives toward total annual sales metrics.

o Kept abreast of product capabilities and be able to clearly articulate the overall selling proposition.

o Provided explanations, web meetings and collateral to support the sales process

Understand and optimize all tools current and available to maximize selling time

Perform Salesforce maintenance and optimization to support the sales process; document all key sales milestones and reporting requirements, including forecasting.• Supported the Enterprise Sales Executive team members in an effort to maximize customer and prospect interaction that will ultimately lead to new closed business. • Consistently generate background knowledge of targeted accounts and research appropriate contact details. • Provided daily support to the Enterprise Sales Executives, including o Maintained consistent communication with the Enterprise Sales Executives. o Provided product and sales briefing to prospects and clients, as required. o Delivered follow-up items from meetings/presentations. o Assisted in the preparation and signature of MNDAs, business proposals and sales orders. o Responsible for the development of annual individual sales targets and organizational objectives toward total annual sales metrics.

Kept abreast of product capabilities and be able to clearly articulate the overall selling proposition. o Provided explanations, web meetings and collateral to support the sales process Understand and optimize all tools current and available to maximize selling time Perform Salesforce maintenance and optimization to support the sales process; document all key sales milestones and reporting requirements, including forecasting.

Google Fiber MxU Coordinato

Dec 2015 - Dec 2016 · 1 yr 1 mo.

Portland, Oregon

Manage construction projects end-to-end and ensure all SLAs are being met.

• Work closely with property managers from sales close and site survey through engineering and installation including contracts, scheduling, and escalations.

• Answer project specific design related engineering question to external clients when appropriate.

• Own and manage projects with multiple stakeholders, both ongoing and ad hoc basis. Track progress of multiple sites and keep team’s progress updated.

• Work closely with the local teams. •ns lead, construction manager, and internal cross-functional teams. •

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Work closely with the local operations lead, construction manager, and internal cross-functional teams.