

Project Management Executive | Leadership Facilitator

Business and operations strategist providing value through director-level navigation and hands-on contributions to enterprise-wide projects and programs; success launching project management office and administering multi-million portfolio and project budgets. Certified corporate leadership trainer.

Competencies | Skills | Expertise

- Relationship Building
- Client Management
- Staff Development
- Program Development
- Program Implementation
- Systems Implementation
- Project Management Lifecycle
- Project Portfolio Management
- Project/Program Methodologies
- Software Development Lifecycle
- Policy/Procedure Development
- Continuous Improvement Strategies
- Performance Evaluations
- MS Project | MS Office
- Employee Relations
- Project Risk Mitigation
- Staff Supervision
- Quality Testing/Assurance

Professional Experience & Career Highlights

Company Name – Columbus, Ohio

1994 to Present

Apparel-based specialty retailer specializing in women's intimate and other apparel, personal care and beauty categories; operates through specialty retail stores, websites, catalog, internal franchise, license and wholesale partners; employs nearly 100,000 associates.

Position Title

Oversee and ensure performance of team administering technology project portfolio; develop and maintain \$60 million capital and \$20 million portfolio expense budgets.

Team comprises technology portfolio management, process improvement, vendor/resource management, organizational change management and release management components; navigate component managers (4), business analyst and project manager through entire portfolio project completion.

Guide large and small project releases (including significant and multifaceted programs); spearhead resolution of project challenges; oversee vendor agreements and resource management; facilitate project change management methodologies; correspond with primary internal customers, including both IT and business executives.

- **Spearheaded development of processes and organization of team into high functioning and valuable team within organization;** produced and presented proposal accepted by vice president; formulated and delegated assignments to individual team members; facilitated career progression of team members.
- **Vastly improved budgeting and cost management functions through introduction of technology request document to identify and accumulate requisite information;** document compiled and allocated specifically requested resources, timelines and expenses to individual brand executives.
- **Coordinated introduction of process improvement initiative** tasking team to define, implement and progressively enhance portfolio, project and program methodologies.
- **Enhanced productivity through development of portfolio processes** addressing capital budgeting and relative list of technology initiatives.

Position Title

Orchestrated and oversaw delivery of enterprise-wide and high complexity programs supporting store systems, e-commerce, international, home office applications and supply chain applications; navigated portfolio strategy and maintained budgets; delegated assignments and ensured contributions of program/project managers, project leads and analysts (4 direct reports and 12 associates).

Collaborated with enterprise executives on program and project initiation, planning and management; communicated project progression and influenced multi-functional collaboration of executive stakeholders; determined business objectives and project resources; resolved escalated issues; led high priority projects.

- **Initiated and managed \$20 million migration of retail lingerie brand to enterprise systems;** supervised over 200 internal and external technical professionals; delivered 9-month project on time and with overall successful outcomes.
- **Appointed to reverse underperformance of major project (hindered through timeline setbacks);** implemented project within time expectations through success working throughout functional teams on issue comprehension and improvements.
- **Created, introduced and presented technology roadmap to enterprise executives;** acquired alignment and navigated major initiatives within roadmap to successful implementation.
- **Facilitated overall team performance and successful project implementations** through coaching and mentoring of individual team members.
- **Elevated team contributions and overall performance** through development of position descriptions and attainable performance objectives for individual contributors.

Position Title

Coordinated testing ensuring software and product compliance with internal standards and client requirements for multi-year ERP implementation; supervised project planning and staff assignments; oversaw 7 management and technical professionals developing and executing test plan and results analysis.

- **Scale of ERP implementation transitioned from legacy systems** to Flex, Optiva, SAP, JDA, PKMS and Teradata applications across 3 lines of business (Bath and Body Works, MAST and Victoria's Secret).
- **Elevated ultimate results through integration of QA (quality assurance) methodologies** throughout software product lifecycle.
- **Improved team results through creation and oversight of comprehensive QA programs encompassing testing components** (e.g. unit testing, regression testing, system testing, security testing, integration testing, stress and load testing).
- **Ensured deployment and effectiveness of methodologies** through consistent interaction with functional and business leaders.

Senior Manager – Software Test Management (2005 – 2008)

Applications Manager – Software Test Management (2004 – 2005)

Store Systems Project Leader (2000 – 2004) | Lead POS Analyst (1997 – 2000)

Store Communications Analyst (1996 – 1997) | Store Manager – Express (1994 – 1995)

Education & Professional Development

University of Cincinnati – Cincinnati, Ohio

Bachelor of Arts in Economics, 1994

Project Management Institute Symposium (2012 & 2013)

Principles & Qualities of Genuine Leadership | Hallmarks of Leadership – Limited Brands

Limited Way Leadership Refresher | LTS Leadership Excellence Facilitator – Coaching for Success

Previous Community Contributions

Columbus Reads | Big Brothers Big Sisters Project Mentor | Mid-Ohio Food Bank

Salvation Army | Pelotonia Rider | Ronald McDonald House