

**BRENDA LEE, PMP**

San Francisco, CA

Tel: 987.654.3210

[Brenda.Lee@email.com](mailto:Brenda.Lee@email.com)

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**PROFESSIONAL SUMMARY**

Accomplished **Project Manager** with 7 years of experience in implementing technical and non-technical projects in the Healthcare Industry with budgets of up to \$300,000. Acknowledged as a leader with the ability to build relationships and manage teams effectively. Possess excellent oral and written communications skills. Certified in all current Project Management Methodologies. A team-oriented and organized manager able to lead diverse project teams to successful project completion.

- ◆ Full Life-Cycle Project Management
- ◆ Lead Cross-Functional Teams
- ◆ Relationship Management
- ◆ PMP Certified
- ◆ Proficient in Agile and RUP Methodologies
- ◆ IT Specialty – Relational Databases

**PROFESSIONAL EXPERIENCE**

**The Big Healthcare Company**, San Francisco, CA

**2002-2009**

*Project Manager, Managed Care*

2004-2009

Led several full life-cycle IT projects from inception to completion, including full planning, scheduling and budget management. Managed cross-functional project teams with as many as 15 members who were globally distributed.

- Successfully implemented a six month conversion of an Oracle Database with a budget of \$300,000 by adeptly leading a diverse cross-functional team of 15 that included internal team members, off-shore contract programmers and other vendors
- Assumed management of a major project that was running 3 months behind its schedule, built a business case successfully influenced senior management to receive additional resources and completed the project on schedule
- Used superior interpersonal communication and relationship building skills to lead the team to complete the project 3 months earlier than scheduled, saving the company \$50,000
- Instituted PMP best practices for technology project management within the Managed Care Group, the resulting increase in consistent and aligned project methods reduced the overall time required to complete project by 20% and significantly reduced costs
- Trained and mentored three Project Coordinators in Agile methodology so that they were able to lead their own projects, saving the company \$25,000 in external training fees

*Project Coordinator*

2002-2004

Provided administrative and operational support for technical and non-technical projects in the finance division.

- Promoted to Project Manager one year ahead of schedule based upon my performance
- Provided the operational support necessary for the timely completion of a major financial software conversion project – the Program Manager publically acknowledged my contributions

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**The Small Tech Start-Up Company**

2000-2002

*Project Administrator*

Provided administrative support to Project Managers and Leads in a fast-paced software development company. Worked with managers to develop and track project timelines and milestones in MS Project.

- Supported multiple software development projects simultaneously ensuring that the project plans were maintained accurately through to successful project completion

**EDUCATION and TRAINING**

**University of San Francisco**, BSCS with Honors, Minor in Finance

1997-2001

**Project Management Institute**, San Francisco, CA, PMP Certification

2004

**PROFESSIONAL ASSOCIATIONS**

**Project Management Association**, San Francisco, CA

2005-present

*Treasurer*

2007-2008

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