

ANNA BAYO, MSM, PMP

166 Airport Road
East Windsor, NJ 08520

mobile: 609-647-2061
email: annafingernl@yahoo.com; LinkedIn URL: www.linkedin.com/in/annamfinger

PROJECT MANAGER PROFESSIONAL

Project Management Professional adept at collaborating with cross-functional and matrix project teams and Subject Matter Experts; interfacing with clients and deploying technology to build successful solutions for clients. **Possess complete clarity of the project coupled with proven ability** to communicate solution strategy and product offerings with proven aptitude to analyse and translate complex customer requirements and business problems, design and implement innovative solutions. **Effectively manage the business cycle process** from client consultation to closing including identifying requirements, developing focus, and providing tactical solutions.

Independent contributor, team player, and natural leader equipped with solid capabilities in managing time effectively, listening carefully and accurately, and handling conflicts successfully within time and budget constraints. Illustrate stellar qualifications in adapting easily to organizational rules and procedures, learning new skills, and applying knowledge effectively. Recognized by peers and mentors as warm, friendly, easy-going, cooperative, spontaneous, intuitive and performance-driven with the capacity to work well and multitask within fiercely competitive situations.

- *Project Management*
- *Integration Management*
- *Scope Management*
- *Time Management*
- *Quality Management*
- *Communications Management*
- *Risk Management*
- *Stakeholder Management*
- *Team Management*
- *Initiating*
- *Planning*
- *Executing*
- *Monitoring & Controlling*
- *Closing*
- *Data Management*
- *User Support*
- *Cross functional Written & Verbal Communication*
- *Process Evaluation*

MILESTONES & ACHIEVEMENTS

- **Support teacher licensure programs by influencing the volume of test-taker registrations and thus adding to corporate revenues by delivering 100+ online publication projects on time, using Microsoft Project Work Breakdown Schedule (WBS), status reporting, issues, risk, action item tracking, change management, estimating, resource management, team building, meeting facilitation, project closure.**
- **Advance the quality of corporate representation, by the Medical Science Liaison team, by the coordination of development and facilitation of quality workshops across geographies aimed at delivering SOPs in person at Bristol Myers Squibb interacting with local stakeholders, vendors, and participants.**
- **Reduce turnaround time by 5 days of creating learning content and housing it in data warehouse, resulting in faster publication of needed courses at Bristol Myers Squibb.**
- **Deliver reduction in Federal Drug Administration investigation findings (no findings during next investigation) via timely and accurate recording of all trainings at Bristol Myers Squibb within Learning Management System -- Plateau.**

EDUCATIONAL TESTING SERVICE, PRINCETON, NJ
Assessment Process Specialist (2013-2017)

Used systematic best practices and Microsoft Project to manage the end-to-end test-prep publication development for teacher licensure certification programs worth \$1.5MM by:

- Employing verbal and written communication skills throughout a functional organization to ensure requirements are identified and documented, schedules estimated and controlled; quality measured and requirements validated using Microsoft Project, SharePoint dashboard, MS Office Suite, and Visio.
- Collaborating with stakeholders to perform quality control and to gain validation.
- Leading resources to begin work via kickoff meeting, team meetings and facilitation.

- Coordinating 22 independent virtual content review meetings with Subject Matter Experts, troubleshooting and resolving issues as needed.
- Overseeing all production-related planning, scheduling, quality control of manuscripts, and risk assessment.
- Working with cross-functional teams to ensure timely delivery of all content, components, source files, and other deliverables for creation of publishing projects.
- Participated in ETS' attaining and maintaining ISO 9000 certification using quality system, tool and Visio process maps.



BRISTOL MYERS SQUIBB, LAWRENCE/ PRINCETON, NJ
Project Coordinator (2008-2009)

Supported organizational and regulatory agency compliance of marketed pharmaceuticals by controlling policy, procedural, work instructions and job aid documents in the Learning Management System streamlining learning process throughout Global Medical Affairs organization ensuring that employees remained in strict compliance with FDA regulations using (21 CFR Part 11) to certify training.



BRISTOL MYERS SQUIBB, LAWRENCE/ HOPEWELL, NJ
Learning Technology Specialist (2004-2008)

Promoted just-in-time training for Clinical Protocol Study Start-ups, Monitoring and Data Lock by creating:

- *content in Learning Management System*
- *training presentations*
- *programs*
- *curriculum*
- *process improvement*

while contributing to regulatory compliance of clinical trials with zero reduction in accuracy.

EDUCATION

MASTER OF SCIENCE IN MANAGEMENT, 2016
WITH A CONCENTRATION ON PROJECT MANAGEMENT
Thomas Edison State University, Trenton, NJ



BACHELOR OF ARTS IN LIBERAL STUDIES, 2000
New York University, New York, NY

TRAINING & CERTIFICATIONS

Project Management Professional (PMP)
 Global Clinical Practice (GCP)
 International Commission on Harmonization (ICH)

SOME PROFESSIONAL MEMBERSHIPS

Project Management Institute • Project Management Institute of NJ

VOLUNTEER ASSIGNMENTS

Volunteer for HISPA Hispanics Inspiring Student Performance and Achievement
Home Front
Stony Brook-Millstone Watershed Association

TECHNICAL AND SOFTWARE SKILLS

Microsoft Project 2013, Microsoft Office, SharePoint 2013
SharePoint Designer 2013, DB, Microsoft Visio