

Joseph Rubino, PMP

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Director – PMO Operations / Director IT

Well established, innovative and result oriented professional with **over 20 years** of experience in all aspects of project management, application development with consistent success in achieving delivery goals. Significant experience in driving overall IT Operations inclusive of defining the IT roadmap, budgeting, technology evaluation & evangelization. Harnessed technology to make better business decisions, improve efficiency and customer satisfaction. Established hands-on management skills in managing the project team staff, developing and executing the project plan, managing the quality, timeline, and budget aspects while delivering the verified project successfully to the client. Strong analytical & interpersonal skills coupled with proven ability to structure complex problems and manage multiple business priorities. Maintains a high level of personal drive, confident nature and an aggressive attitude in achieving results.

Selected Accomplishments

- ✓ Designed/Built an EPMO for Emblem Health by implementing PMI standard processes and procedures. The EPMO managed/delivered all programs/projects across the enterprise.
- ✓ Handled and supervised all aspects of system analysis, application development and deployment of a UnitedHealth Group Explanation of Benefits Check-Writing system
- ✓ Attained cost savings for company by reducing postage/print costs of 400k per month; boosted adoption rate of consumers utilizing web portal by 20% in one year
- ✓ Dexterously managed the new system development for Verizon Wireless's Billing System

TECHNOLOGIES WORKED ON

MS Office, MS Project, PowerPoint, Cobol II, DB2, CICS, J2EE, SQL, CMM, Six Sigma, SharePoint, HP's PPM. Clarity, HP's ALM, Big Data, Cloud Technologies, Agile/Scrum

AREAS OF EXPERTISE

- ✓ IT Strategic Planning & Leadership
- ✓ Project Management
- ✓ Budgeting / Resource Management
- ✓ System Development Lifecycle
- ✓ Application Development
- ✓ Matrix Team Leadership
- ✓ Documentation & Reporting
- ✓ Resource Management
- ✓ SOX Compliance
- ✓ Client Relationship Management
- ✓ Business Process Management
- ✓ Human Resource
- ✓ Internal Consulting & Solution Delivery
- ✓ Risk Management
- ✓ Multitasking in fast-paced environments
- ✓ Highly Organized and Strong Analytical Abilities
- ✓ Articulate Oral and Written Communication
- ✓ Quick Problem Resolution & Decision Making

PROFESSIONAL EXPERIENCE

OPTUM TECHNOLOGY

DEC2014 - PRESENT

Optum Technology is the solutions delivery organization for United HealthCare. It has 85,000 employees.

Director – Project Management, Quality Assurance & Release Management

Dynamic leader of a PMO, Quality Assurance team and all aspects of Release Management which include a 60+ team both onshore/offshore employees and consultants. Continually improving PMO & QA methodologies and ensuring error free delivery of application/system into a production environment. Evaluated team skillsets and implement a new organizational structure which increased productivity.

MAJOR CONTRIBUTIONS

- ✦ Developed and implemented automated QA reporting using HP's ALM.
- ✦ Reviewed and revised business analysis process which included inputting all requirements into HP's ALM to create a full traceability model. Established a corporate wide reporting mechanism to monitor project status, costs, and delivery dates for senior leadership.
- ✦ **Partnered with the organization's Project Management Office** to insure inclusion of QA and Release Management as an integral part of project planning process.
- ✦ Efficiently tracked/monitored all labor costs to ensure profitability within the QA and Release Management teams.
- ✦ **Devised Monthly Revenue Reports for Senior Leadership** to drive profitability
- ✦ Effectively manage a team of 60+ employees and consultants located internationally.

EmblemHealth is a healthcare insurance provider for the NYC metro area. It has around 5,000 employees.

Director – EPMO

Effectively spearheading Project team of 9 Project Managers and System Administrators for delivery of defined projects for the company. Proficiently managing 3rd party vendor support for the PMO system entailing developing RFP, SOW and monitoring budget for work performed. Providing technical support to the Company PMO application (HP's PPM system). Additionally managing a Quality Assurance team of 90+ employees/consultants to improve QA process and implement a new organizational structure.

MAJOR CONTRIBUTIONS

- ✦ Monitored, enhanced & **delivered all project management methodologies** for the organization.
- ✦ Administered and reviewed all intake/demand of proposals by business ensuring ROIs and business cases are adequate before turning proposals to projects.
- ✦ Established a corporate wide reporting mechanism to monitor project status, costs, and delivery dates for senior leadership.
- ✦ Imparted internal Project Management/Business Analysis training.
- ✦ Resourcefully **implemented ROI process** which assisted the CFO monitor projects, costs of projects on an on-going basis.
- ✦ Proactively prepared Gate Reviews for all projects to monitor progress of project, ROI impacts, cost over-runs and resource needs.
- ✦ **Devised Project Change Request (PCR) process** which required all Project teams/managers to create PCR whenever a change to project deliverables thereby allowing the close monitoring of cost over-runs and dates at risk.
- ✦ Evaluated new processes, discussed PMO industry standards & key corporate projects in order to ensure implementation of PMO in line with strategy/objectives of the organization

A leading international law firm with 16 offices located in major financial centers around the world, Cleary Gottlieb Steen & Hamilton LLP has helped shape the globalization of the legal profession for more than 65 years. It has 3,000 employees.

Sr. Project Manager

Championed success in initiating **PMO methodology and PMI best practices** for a law firm with 8 international offices. Reined in costs through astute budget management and resource planning, and managed PMs and directors.

MAJOR CONTRIBUTIONS

- ✦ **Improved and enhanced PMO processes** to speed project delivery and contain costs.
- ✦ Collaborated with 3rd party vendor to deliver an international Anti-Money Laundering project.
- ✦ Resourcefully enhanced project report status through providing partners with details of projects including cost, delivery dates and issues/risks.
- ✦ **Dexterously handled 6 concurrent projects valued at up to \$1M each** with cross-divisional and international IT teams.
- ✦ Directed full lifecycle project management for virtual projects entailing system/infrastructure, web application server upgrades, content document upgrades and process improvements.

PRIOR EXPERIENCE

Horizon Blue Cross Blue, Shield, NJ

Senior Project Manager – Divisional Project Management Office

Jun2007-Apr2008

Tmaxsoft, Inc., San Jose, CA

Director – Project Management

Feb2007-Jun2007

United Health Group

Business Solution Owner (2002-2005)

Director – EOB/Check Writing System (2005-2007)

Nov2002-Feb2007

Verizon Wireless

Associate Director - Enterprise Systems Planning

1998-2002

EDUCATION & CREDENTIALS

M.S. in Management Information Systems

New Jersey Institute of Technology

2000

B.S. Business Administration

Montclair State University

1995

Computer Programming Certificate

Chubb Institute

CERTIFICATIONS

- ✦ PMP Certified from Project Management Institute
- ✦ ITIL Foundations v3 Certified

PROFESSIONAL AFFILIATIONS

- ✦ Member of the Project Management Institute (PMI)
- ✦ Member of NJ Chapter of the Project Management Institute (PMI)
- ✦ Mentor/Sponsor - Future Leaders Program of EmblemHealth