

Lisa Caroselli

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SUMMARY

Project Management - Project Coordination – Project Lead

Project Manager highly skilled in working with internal/external stakeholders and SMEs. Creative solution provider with the proven ability to translate business requirements into deliverables within scope, schedule and budget. Proven ability to tailor communications for technical and non-technical audiences.

Project Management Professional (PMI Certification pending 1/2018)

MOS: Microsoft Office Excel 2016 Core (Certification pending 12/2017)

AREAS OF EXPERTISE

Scope Definition - Business process analysis - Project Communications and Documentation - Needs Analysis – Stakeholder Engagement and Buy-in – Resource Identification – Set and Manage Expectations – Delegate and Monitor Activities/Tasks – Tracking to Completion – Reporting – Issue Log – Status Reports – Technical Writing - Templates - Audits – Inspection – Compliance - SOP/WIN Author/Contributor - Documentum - MS Word, PowerPoint, Excel and MS Project - SharePoint - Adobe Connect

EDUCATION

AVTECH Institute of Technology, Fairfield, NJ – In progress

PMP (Project Management Professional pursuing PMI Certification)

Microsoft Office Specialist (Word, Excel, Access, PowerPoint, Outlook, and MS Project)

New Start Career Network Career Coach training May 2016 - ESI's Negotiation Skills for Project Managers 2014 - AMA's Expanding Your Influence: Understanding the Psychology of Persuasion March 2012 - AMA's Assertiveness Training for Women October 2010 - The Seven Habits of Highly Effective People May 2009 - Conflict Management/Situational Case Study Communications (Field Medical) April 2009 - Oz Accountability Training February 2009

Villanova University, Villanova, PA

B.S., Business Administration (Cum Laude - GPA 3.68)

EXPERIENCE

Professional Training & Coaching, Consultant

August 2015-present

Project contributor. Contract instructional design, performance support, and coaching. Online and live workshop facilitation.

- Consulting firm, which had tight deadlines and resource availability for a project, hired me to research source materials, get up to speed and develop instructor-led training for family services employees at a national cemetery and funeral services company. Completed deliverables under budget and two weeks early. Two-day program content included scenario-based team exercises and role-plays with debriefs.
- Client lead for consulting firm needed additional resources to assist with completing sales guides for a local media and internet service provider. I joined project, which had already been in progress for one year. Quickly got up to speed, drafted and incorporated review meeting feedback for final copy in less than 3 weeks. Job aides included scenario-based exercises, technical information, graphics and links to video content. Reviewed content with SMEs and provided revised content based upon feedback.
- Coached individuals both online and in-person to achieve their personal and professional goals. Leveraged web meeting software and an online coaching program to provide individual attention as part of a small group-coaching program. Facilitated in-person workshops.

Training Manager, Sanofi US

Nov 2006 – August 2015

Project managed/coordinated training projects for Drug Safety group within Medical Affairs. Also maintained and provided oversight for ongoing training operations. Promoted to Senior Manager in December 2008.

- Drug Safety group hired me to identify requirements, scope, resources and deliverables for an audit-ready new hire, role-based onboarding program for its 50+ employees and contractors. Scope later expanded to include employee cross training and vendor adverse event reporting training. Received monetary awards onboarding program, job aids and for contributions to agency audits. Identified by senior management as point of contact for other departments looking to create their own role-based onboarding programs.
- Proactively identified the need for Adverse Event Reporting training course that is now mandatory training for all Sanofi US employees, contractors and vendors. Obtained approval from Executive Committee to assign content to over 3000 US-based employees and contractors. Training ensured all are aware of their responsibility to report adverse experiences with company products.
- Learners were experiencing issues with receiving credit for compliance training, which also affected compliance metrics. Worked with LMS admins to identify root cause and resolve. Engaged management with compliance tracking reports to monitor and provide oversight for business process training to achieve 100% compliance for quarterly KPI metrics.
- Multiple organizations within the company were issuing similar training content with audience overlap. Charged with standardizing this content for three companies to send consistent message across the organization within a compressed timeline of 2 months. Successfully launched new training and reduced training costs organization.
- Led and coordinated the project for the role-based transition training to a new safety database. Identified training requirements, managed development of training content for internal team of SMEs; identified SMEs to assist with rapid generation of content, standardized authored content to have one voice and ensured accuracy of content through reviews. Liaised with IT to assist end users with transition and to prioritize business critical issue resolution.
- Proactively raised awareness regarding AE reporting responsibility for market research projects by conducting in-person sessions with business. Obtained buy-in and validated content with stakeholders in Legal, Pharmacovigilance, and Quality & Compliance.