

MICHAEL BAKALETZ JR.

Glen Gardner, NJ 08826

908.581.5777

<https://www.linkedin.com/in/michael-bakaletz>

mbakaletz@outlook.com

PORTFOLIO PROGRAM PROJECT MANAGEMENT PROFESSIONAL **Implement Project Management Office | Establish Project Management Life Cycle Best Practices | Improve Project Processes and Outcomes**

Strategic-thinking, action and results-oriented leader with proven experience and skills in portfolio, program and project management. Adept in analyzing and building business processes, for managing and tracking project portfolios to maximize return on investments.

Strong interpersonal, organizational, business, and communications skills. Proven ability to direct complex high-profile projects requiring coordination of multiple global resources. Experienced at building effective and productive working relationships across various levels of the organization. Competencies include:

- Portfolio Management & Accountability
- Project Portfolio Analysis
- Project & Program Management
- System Development Lifecycle
- Process Excellence & Agile Experience
- Problem Troubleshooting & Resolution
- Process Mapping & Re-engineering
- Staff Leadership & Development Business

PROFESSIONAL EXPERIENCE

GUARDIAN LIFE INSURANCE OF AMERICA, New York, NY

2011 - Present

Senior Program Manager

Oversaw all aspects of managing major programs, projects and departmental project portfolios.

- Managed portfolio of > 50 projects, valued at > \$10MM for Life Distribution Management, creating dashboards monitoring project earned value, budget vs. actual vs. forecast, and testing defect burndown.
- Oversaw 4-year, \$40MM program, replacing legacy COBOL-based system with web-based application.
- Led several projects including:
 - Establishing Agile and DevOps practices within Guardian, reducing application time-to-market.
 - Creating centralized service for Enterprise Applications Services, consolidating several application support groups.
 - Using Salesforce Marketing Cloud, as trial project, improving branding and marketing campaigns.
 - Piloting of “Bots”, automating manual processes, reducing costs, and increasing efficiency.

CELGENE, Summit, NJ

2010

Project Management Consultant

- Led tracking and reporting of \$6.5MM project budget, schedules, resource allocation, risk / issue resolution, and reporting to executive management.
- Managed program to deliver comprehensive, enterprise-wide quality and regulatory management system, automating regulatory and compliance events according to FDA and local health authority regulations.

SCHERING-PLOUGH, Summit, NJ

2009

Project Portfolio Consultant

Identified areas for improvement in operation and re-deployment of project management methodology.

- Created strategy, business case, metrics, and processes for project management office, improving project delivery.
- Developed portfolio management metrics and processes, increasing overall department effectiveness and quality of project deliverables.

SIMON AND SCHUSTER, New York, NY**2007 - 2009****Director, Project Management Office**

Reporting to CIO, created and implemented PMO. Identified, assessed, prioritized and managed projects for IT. Fully accountable for creating portfolio, defining project management methodology, instituting project management practices and processes, developing dashboards, defining and tracking Key Performance Indicators.

- Rolled out IT project processes across all departments, including Supply Chain, Digital Media, and Finance, increasing process efficiency and adoption of new technologies.
- Oversaw Sarbanes-Oxley IT testing processes and reporting, ensuring compliance with SOX audits and regulations.
- Managed on-time and on-budget roll-out of compliance standards for Payment Card Industry (PCI) – Data Security Standards, resulting in avoidance and mitigation of audit risks.

JOHNSON & JOHNSON FAMILY OF COMPANIES, Raritan, NJ**2003 - 2007****NETWORKING & COMPUTING SERVICES (NCS)****Portfolio and Program Manager, Global Program Management**

Managed global implementation of project and portfolio tracking and reporting practices for portfolio consisting of over 100 projects and a value of over \$100MM. Responsible for on-going management of reporting processes, and coordination of decision-making and communications regarding project management issues, procedures, and strategies.

- Developed and implemented strategies and processes for project information and portfolio management, tools, practices, and methodologies, resulting in better project control and consistent delivery.
- Led development of global process for project intake using Process Excellence methodology, resulting in better tracking of project portfolio and budgets.

ADDITIONAL PROFESSIONAL EXPERIENCE**JOHNSON & JOHNSON, NETWORKING & COMPUTING SERVICES**, Raritan, NJ

Program Manager, Infrastructure Optimization Program

Project Manager, Information Management

DIGITAL EQUIPMENT CORP., Piscataway, NJ

Software Services Engineer

EDUCATION**Master of Science (MS), Computer Science**, FARLEIGH DICKINSON UNIVERSITY, Teaneck, NJ**Special Degree-Music**, LVOV STATE CONSERVATORY, Lvov, USSR**Bachelor of Arts (BA), Psychology**, WILLIAM PATERSON UNIVERSITY, Wayne, NJ**PROFESSIONAL ASSOCIATION & CERTIFICATIONS**

Member: Project Management Institute (PMI)

Certified: PMI – Project Management Professional

Johnson & Johnson - Process Excellence (Six Sigma) Green Belt

Johnson & Johnson - Process Excellence Black Belt (trained)

Guardian Life Insurance - Operational Excellence Black Belt (trained)

Guardian Life Insurance - Agile for teams

Community Volunteer Firefighter

Service: Certified First Responder