

SUMMARY OF QUALIFICATIONS

Professional and passionate Instructor in the areas of Project Management (PM), the PMP (Project Management Professional) Certification, and Scheduling using MS Project Professional in an Enterprise environment.

I have had the opportunity to teach PM certificate programs and PMP exam preparation classes for the following institutions: Boston University, Pace University, County College of Morris, NJ, Raritan Valley Community College, NJ, PMI-NJ Chapter and most recently at Picatinny Arsenal, teaching government civilian and active military personnel.

My passion for project management and helping others is evidenced in course and instructor evaluations.

PROFESSIONAL EXPERIENCE

Subsystem Technologies, Inc., Picatinny Arsenal, NJ
Project Manager (contractor)

Dec 2013 – Present

Work as a contractor to a Project Management Office (PMO) responsible for the Project Management competency at the U.S. Army ARDEC (Armament Research, Development & Engineering Center). Primary instructor for a PMP Exam preparation course using materials from Velociteach. Coordinate and host a monthly Project Management (PM) Forum, a lunch-and-learn featuring internal and external speakers on topics of interest to the project management community. Advise and provide project management support on a variety of strategic initiatives. Considered one of a handful of Subject Matter Experts (SME's) in MS Project Professional 2013 using Project Server at Picatinny Arsenal.

Suburban Propane, Whippany, NJ
PMO Manager

Jun 2013 – Nov 2013

Managed the Project Management Methodology (PMM) and SDLC (System Development Lifecycle) processes for Information System's projects in support of Suburban's business units. Performed an analysis of approximately 80 stakeholders of the existing Project Management Office (PMO). The stakeholder analysis resulted in a documented report, *Areas of Opportunities and Recommended Actions*. The company followed this roadmap to improve the PMO.

Subsystem Technologies, Inc., Picatinny Arsenal, NJ

Apr 2007 – May 2013

Program Manager (contractor)

Oct 2009 – May 2013

Managed program activities for a five-year, 5M+ contract in the support of the Armament Research, Development & Engineering Center's (ARDEC's) custom Enterprise Project Management (EPM) system. Interfaced with other organizations to educate, deploy and implement changes, such as an upgrade from an outdated MS Project Server 2003 to MS Project Server 2007. Provided overall program guidance to a team of four support contractors and two subcontractors.

Project Scheduler (contractor)***Apr 2007 – Sep 2009***

Member of a contract team that supported the U.S. Army's Armament Research, Development & Engineering Center (ARDEC). Guided engineers (Project Officers) in the use of a customized Enterprise Project Management (EPM) system, which linked Microsoft Project Professional schedule data with SAP financial data. Instructed and assisted with developing and managing project schedules. Promoted the use of MS Project Enterprise and project scheduling best practices. Provided guidance on best methods for performing critical path management and earned value management.

Practical Project Management Solutions, LLC, Allamuchy, NJ
Partner, Instructor**Sep 2002 – Mar 2007**

Developed and delivered customized Project Management (PM) curriculum for community colleges and business clients, including County College of Morris, Raritan Valley Community College, Boston University and Chanel. Courses include a Certificate program of six (6) classes based on the Project Management Institute's (PMI) project management knowledge areas.

Johnson & Johnson, Raritan, NJ
Communications Specialist (contractor)**Jan 2002 – Dec 2002**

Communications Specialist for a Windows 2000 deployment project for North America. Created a project communications plan and managed project communications with the 28 Operating Company project teams. Managed issues for project at the program level; created a tracking spreadsheet and worked to move issues to resolution.

Emerald Solutions, Bridgewater, NJ
Project Manager (contractor)**Apr 1999 – Aug 1999**

Created and implemented a Program Management Office to facilitate the success of a large business offer. The program office interacted with 10+ geographically dispersed organizations. Developed project and program management operating principles, guidelines, and templates. Developed presentations and proposals to introduce the concept to executive level management at AT&T. Developed an issue management plan, change control procedures, and an integrated project schedule that encompassed tasks for all participating organizations.

BASF/Knoll Pharmaceutical, Mt. Olive, NJ
Project Manager**Jul 1998 – Mar 1999**

Developed and implemented process improvement programs for the Information Services organization. Specifically, assessed current software development methodologies and project management processes and developed recommendations for improvements. Performed project assessments for eight major project initiatives (project costs ranged from \$8M to \$12M). Instituted and managed monthly organization-wide Project Manager Communications Meeting. Developed and implemented templates to aid in project definition and project resource and cost estimates.

AT&T, Basking Ridge, NJ**1984 - 1998*****Applications Development Manager*****1996 - 1998**

Led a twenty-one member team in the design, development, and maintenance of the Sales Account Assignment & Results Tracking application supporting the Sales, Marketing, and Finance organizations. Technologies employed included: JCL, DB2, Teradata, COBOL II, and SQL. Led team through all phases of the development life cycle, managed the project plan, facilitated issues resolution, developed plans for project risks, developed and implemented a conversion plan and resolved post-implementation issues. This project was business marketing's highest priority.

Technical Specialist**1984 – 1995**

Held a variety of technical software development and project lead positions in Human Resources, Financial, and Marketing organizations. These positions utilized project management skills and employed technologies such as JCL, DB2, COBOL II, and SQL.

EDUCATION

Masters Certificate in Project Management, George Washington University, June 1998

B.S., Business Management Information Systems, December 1994, 4.0 GPA
Seton Hall University, South Orange, NJ

A.A.S., Computer Science, June 1988, 3.97 GPA
County College of Morris, Randolph, NJ

PROFESSIONAL CERTIFICATIONS / ORGANIZATIONS

Certified Project Management Professional (PMP), PMP# 14336, February 1999, Recertified 2002, 2005, 2008, 2011, 2014 and 2018.

Member of Project Management Institute (PMI), 1998 – present

ADDITIONAL INFORMATION***Volunteer Instructor, Project Management Institute - NJ Chapter, May 2014 – Oct 2015***

Instructor for PMI-NJ Chapter's PMP / CAPM Exam Prep Class, utilizing materials from PMI ([A Guide to the Project Management Body of Knowledge - Fifth Edition](#)) and Velociteach ([Andy Crowe's Pass the PMP 5th Edition](#)). *Consistently achieved a 4.8+ out of a possible 5.0 in student feedback surveys.

Freelance Writer/Journalist, Self-employed, Sep 1999 – Mar 2007

Authored articles, primarily non-fiction, for newspapers and magazines. Generated ideas for articles, researched publications and topics, wrote proposals, scheduled interviews, and wrote articles. Writing credits include 70+ articles published in the [Daily Record](#) (business and lifestyle sections), [Next Step Magazine](#), [American Careers](#), [Career World](#), [Skipping Stones](#), [New Jersey Monthly](#), [Northern Horizons](#), and [The Islander](#).