MEMORANDUM

From: Jonathan Rivera

To: Professor Ellis

Subject: Technical Project Manager

Technical Project Manager

This memo contains information on an electrical engineering technician at

Technical Project Management, Java, .Net (SDLC) AGILE. This memo will also show all the information about the company, responsibilities, and my qualifications for the job.

Job Listing

Title: Sr. Technical Project Lead

Location:  2000 Corporate Dr, Orangeburg, NY 10962

Fulltime/W2 Contract only

Job Type: Full Time

Education: Bachelor’s Degree

About the job

They are seeking a Project Management Consultant to be responsible for the initiation, planning, execution, control and closure of PMO projects working closely to coordinate activities of Business Stakeholders, Product Owners, Data Strategy & Ops, and Cross-functional IT teams. The position is critical to transparent reporting of schedule, cost, scope, and business value status reporting to Executive Management. The role will manage or mentor PMO project managers.

Responsibilities:

* Actively manage projects and report status utilizing standard tools including project milestones, project plans, project-based cost accounting, and reports
* Identify and manage/mitigate project risk and issues
* Manage the project Change Control process
* Demonstrated ability to work closely with IT process (Agile), BPM process (DMAIC) and BA leadership (BALC)
* Lead improvement efforts to increase efficiencies in PMO tools and/or processes
* Utilize PMO tools, processes and methodologies, such as SharePoint (ICE), HP PPM
* Produce supporting artifacts (e.g. communications plan, RACI matrix, BAU transition plan)
* Insure Business Process Management is integrated with projects when applicable
* Develop expertise in business unit needs and outcomes
* Accountable for partnering with the Business Champion, Business Analyst, Business Process Leader, and IT Service Delivery Manager to deliver on stated business benefits and outcomes
* Act as ambassador and advocate for the PMO when interacting with business partners and other staff across the organization

**Qualifications:**

* BA / BS degree in a related area such as finance, economics, information technology, or business; MBA preferred
* Certified PMI Project Management Professional (PMP) preferred
* Requires 10+ years of professional experience in project management, ideally within a financial institution with regulatory experience.
* Requires 3+ years in a leadership roles
* Demonstrated financial acumen as it relates to understanding, tracking and reporting of project costs
* Strong familiarity with technical concepts and tools, such as: software architecture platforms, database tools, web and internet applications and mainframe applications
* Understanding of vendor management
* Understanding of establishing support agreements (SLAs) with enterprise service partners
* Demonstrated ability to deliver projects that meet the business objectives within scope and schedule
* Creative, results driven, self-motivated, and solutions oriented to execute projects
* Demonstrated ability to solve problems in a technical environment
* Demonstrated ability to recognize and arrive at mitigation strategies for project risks
* Strong, demonstrated interest in project management processes and tools
* Demonstrated skills in tailoring presentations/communications to varied audiences (i.e. business vs. technical and working group vs. executive management)
* Demonstrated ability to negotiate and/or build consensus with partners/support organizations
* Excellent interpersonal, communication, organizational, leadership, and time management skills
* Ability to work with team members and stakeholders at all levels, technical and non-technical, in a positive and team-affirming manner
* Attentive to detail and quality oriented; ability to execute in a timely and accurate manner
* Must be able to work in global environment

Description of Position

In this position I would start of in a technical project manger position, and gain experience as I try to keep pushing myself to move on higher in my position. This position gives an opportunity to learn more in the field of engineering and work as a team or group. Recommended to have knowledge on modern equipment used to troubleshoot and have strong analytical, judgment, and organization skills. This position will also show my leadership as the head of a team or group.

My Preparedness for This Position

I have prepared myself for this position in and out of school. I have will have my associated degree on Electrical Engineer in May of 2015 and now I’m studying for my bachelor degree on Electrical Technician. I’ve learned hands-on experience in Circuit Analysis, Electronics, Project laboratory, and Circuit Analysis Laboratory. In Circuit Analysis, one of my laboratory experiments was troubleshooting and learn how to solve the problem. In Project laboratory, my first assignment was to make a blinker with IC 555 Timer with a LED. After that I was assign to make an audio box with an audio amplifier. I had to work with partner and help each other out when we needed help. In Circuit Analysis Laboratory, I had to use my electronic and analysis knowledge to create a project. Building this project did cause a lot of problems and troubleshooting was used a lot to solve these problems. In my years of going to college at City Tech, my engineering courses have Laboratory experiments and every time when an experiment is finished, I have to submit a report detailing everything what I’ve I done.