

Cheryl Gray

Credentialed Business/Functional Project Manager
PMP, CPM, SSGB

www.bycherylgray.com

PERSONAL PROFILE

In 2008, I decided to take a sabbatical to finish writing two novels I'd started and find a new place to live. After a careful consideration of several states/towns, we opted for the Denver area and moved late summer of 2009, where I immersed myself in volunteering with the OUR Center a center for self-sufficiency and unifying community resources for St. Vrain Valley Residents. My timing could not have been worse. Little did I know the economy would take such a bad turn. I am settled in and more than ready to go back to work!

PROFESSIONAL PROFILE

Successful in the implementation and maturation of the corporate strategic Project Management Office (PMO). Providing project control through the organization and communication of project requirements, purposes and objectives, while ensuring good team and client relations.

AREAS OF EXPERTISE

18 years experience in business / IT projects	Project recovery / rehabilitation experience
Software / hardware rollout upgrade experience	Process / Flows, modeling /documentation
Risk identification/management	E-forms, Run Book development expertise
Change Management synchronization	PMO implementation / maturation / team building
Expert in Microsoft Project, Visio, Word, Excel, PowerPoint and Publisher	

KEY PROJECT ACCOMPLISHMENTS

- Responsible for drafting pragmatic schedules
- Authored Project Run Book, including Project Management Plan and all tracking spreadsheets/logs
- Secured advanced training for the project team, as needed.
- Created electronic forms and checklists for reporting – SOX compliancy audit.
- Created *New Project Questionnaire* to identify interactions with all Databases, Applications for PCI compliance issues - for IT Security division.
- Developed a multi-layered Project Budget Tracking spreadsheet that was adopted by Finance Department for corporation.
- Lead technical business process re-engineering, change management, communications, electronic forms and processes.
- Designed/implemented new suite of Client Service forms, and trained personnel in their use, within designated time-frame.
- Exceeded expected monthly project closure schedule for completed schools.
- Made quarterly bonus [for life of project] for consistently exceeding production expectations.
- Transitioned WP suite of forms to MS *electronic* [when applicable]
- Trained AZDHS Divisional Managers in maintenance of electronic form library.
- Developed and delivered Microsoft Project training for AZDHS IT Department Project Managers
- Authored Microsoft Project End Users Reference Guide for use by project managers

SPECIALIZED TRAINING and CREDENTIALS

Project Management Professional Credential (PMP) - Project Management Institute
Masters Certificate in Project Management, George Washington University
Information Technology Certified Project Manager (CPM) – Project Management Leadership Group
Six Sigma Green Belt Lean

CIVIC VOLUNTEER ASSOCIATIONS

The OUR Center Longmont, CO - community outreach to the needy in the St. Vrain Valley

PROFESSIONAL EXPERIENCE

Program Manager

Cox Communications / TEKSystems, Inc.

Phoenix, AZ 9/2008 – 11/2008

Program Manager for the Verizon Cell Tower Infrastructure Update Project system and hardware upgrades for cell phone towers in the greater Phoenix Metro Area.

NOTE: Project canceled due to lack of successful contract negotiations between Cox and Verizon.

Project Manager

EMC Corporation

Scottsdale, AZ 11/2007 – 4/2008

Project Manager providing storage virtualization services for American Express Card Services.

Responsible for drafting, monitoring and reporting dashboards for executive status presentations.

NOTE: contract canceled

Project Manager

US Airways Project Management Office / Synergy Seven Consultants, Inc.

Tempe, AZ 6/2006 – 11/2007

Part of the management team of Project Managers responsible for efforts in completing the merger of US Airways and America West Airlines technical enterprise services.

Managed the Process Working Group for the Payment Card Industry (PCI) Audit Compliance Project.

Program Implementation Manager SHPS, Inc.

Scottsdale, AZ 4/2005 – 6/2006

Tasked with managing and implementing a Recovery Project to re-write/consolidate and update all clients' letters (250 +). Managed end user testing and acceptance for automated intranet service forms.

Technical Delivery Project Manager

Bank of America Technology Services / Ajilon Consulting, LLC

Phoenix, AZ 9/2004 – 3/2005

Responsible for managing the efforts of multi-disciplined, multi-organizational teams across technology, operations, and third party vendors for bank card offerings.

Consulting Project Manager

Qwest Communications / Quantum Consulting

Phoenix, AZ 10/2002 – 6/2003

Project Manager for project State of Arizona School Facilities Board Kids First LAN Integration and Internet Connectivity Project. Inclusive of server, LAN hardware and architecture upgrades.

Project budget of \$5.45M

Consulting Project Manager

Arizona Department of Health Services (AZDHS)

Phoenix, AZ 1/2001 - 9/2001

Managed project team for AZDHS 2,200 seat Legacy Application conversion to Microsoft Office Suite.

Senior Project Manager

Vanstar Corporation / Inacom Corporation

Professional Services Organization/Project Management Office

Tempe, AZ 7/1992 – 6/2000

Senior Project Manager - Sun Healthcare Group 2,700 seat National Desktop Hardware/Software Refresh.

Project Manager - Tosco Corporation Point of Sale upgrade to South Eastern US franchised retail operations.

Project Manager - Owens Corning Corporation 3,000-seat desktop equipment refresh in office and factory sites in Ohio and North Carolina. Project budget \$12M.

PROFESSIONAL ASSOCIATION MEMBERSHIPS

Project Management Institute (PMI) – National and Mile HI Denver Chapters Member

Project Management Institute College of Scheduling – Member

George Washington University, School of Business Alumni – Member