ANA STUCHI, MBA, paulaprado2000@hotmail.com – 305-901-9839 – Pembroke Pines – FL

PROJECT / PROGRAM MANAGER

SUMMARY

Project/Program Manager| MBA | 10 + years’ experience | Microsoft Project Certified| |Risk management |Business analysis |Market research – Business Development | Certified Scrum Master

SKILLS & ABILITIES

Proficient in Microsoft Office suites, Expertise in Excel and Minitab; proficiency with ERP systems project implementation; Microsoft Project Specialist Certified, PMP expertise, Power B.I dashboards and reports. Lean Six Sigma, Scrum/Agile experience and applicability. Project scheduling; Strategic Planning; Exceptional Verbal and Written Communication Skills.

PROFESSIONAL EXPERIENCE

**Hemmersbach US LLC** May 2015 to April 2018(German IT Solutions)

Project/Program Manager Americas

* Led IT Service Delivery projects to completion, effectively defining project scope, objectives, staffing, resources, and deliverables.
* Regular communication with project stakeholders in order to manage expectations and deliver on overall plans. Planned and controlled status of projects and budgets.
* Coordinated schedules and deliver status reports managed all aspects and phases of project life cycles in an effort to ensure projects are successfully completed and delivered within set timeframes.
* Conducted data and performance analysis providing project status updates, progress and escalations plans.
* Assumed the directive for the creation of dashboards and KPIs as well as other operational reporting through ERP data analysis.
* Lead project team consisting of multiple system integrators and internal resources for the implementation of SNOW for Office 365, SNOW Servicenow. The project is being implemented across U.S and Canada Project.
* Defined, Documented the communication plan, change management plan and escalation plan.
* Assembled SOWs, aligning budget, Service Levels Agreements and project operations.
* Assisted Transition Project team, managing and coordinating scope of work, schedule planning and risk management.
* Developed Scrum Teams and their associated roles, events, and artifacts.

**KeyContributions**

* Successfully directed over 30 projects to completion, facilitating and coordinating, as well as tracking, of day-to- day activities required to ensure the project is completed on time, successfully, and in a manner consistent with organizational goals, departmental policies, and the standard terms and conditions of the contract.
* Maintaining alignment between the project team and external resources, ensuring the execution of all IT policies, procedures and Standards.
* Managing business model, performance and revenue management.
* Ensured the sign – off for phases and /or projects, delivering the final status documented and highlighted the most important points to improve future projects.
* Environment: Agile/Scrum, SDLC methodology, MS Project Server, Excel, PowerPoint, Visio, Microsoft B.I, Windows Server, SNOW, Share Point.

**KCE Logistics INC** Aug 2013 to May 2015 (Korean Logistic Company)

Project Marketing Manager (Americas)

Presided over business endeavors in the South America territory, organizing and strategically positioning agents in different regions. Actively monitored and developed reporting measures for logistics market. Communicated with the internal team and cross-functional teams, delivering presentations to both.

**Key Contributions**

* Developed sales strategies, negotiated, and closed profitable projects with a high success rate.
* Originated benchmarking outputs using the data analytics to identify best practice across the company, providing insights for leadership.
* Contributed the implementation of the CRM methodology with the ERP team to improve the software and created communication channel B2C.
* Ensured high quality creation and execution of project plans and communication plans.
* Environment: SDLC, PDCA, Lean Six Sigma, CRM

**Bramartrade INC US** May 2011 to Jul 2013 (Trading Company)

Business Development and International Project Manager

Strategized the concept and led projects with Process Owners pertaining to project development, vendor selection and process implementation.

Originated project plans and led meetings to give timely status and collaboration to process owners.

Lead meetings and advise Client on addressing potential cost, schedule or quality issues (investments).

Lead sales and business development activities as well as sales force training in a territory encompassing East China, Hong Kong and Japan. Prepared, deployed and automated marketing performance reports.

**Key Contribution**

* Devised and executed marketing programs and general business solutions resulting in increased company exposure, and customer traffic as well as a boost in sales
* Established and maintained processes, procedures tools, training, and reporting functions related to each project.
* Developed a tracking and reporting system for project status on a consistent basis, including identifying, categorizing, and escalating project issues and risks that need leadership attention.
* Environment: PDCA, Microsoft Project, Excel Reports (Pivot Tables), Agile Methodology.

 **Additional work experience;** Business consultant within the Brazilian market which developed improvement, sales growth revenue, CRM / ERP implementation and training (SAP HANA, Microsoft Azure 365, Microsoft Dynamic 365).  International experience within Asian, European and South American markets.

**KND Consulting Group – Sao Paulo Brazil** August 2003 – 2010

Salesforce Project Manager (Understanding processes practiced at client's location and planning activities for centralizing them, Handling and monitoring ERP software development project throughout multiple phases, Lead project meetings, status calls, coordinate project activities and manage stakeholder expectations.

**EDUCATION**

MBA - Business and Marketing

FGV (Fundação Getúlio Vargas - São Paulo - BR) 2003

Bachelor Degree – Law School – UNORP Brazil - 2001

**CERTIFICATIONS**

“Currently pursuing the PMI / PMP certification”

Balanced Score Card Specialist – FGV (Fundação Getúlio Vargas – São Paulo – BR) 2006

Risk Management (Business) – FGV (Fundação Getúlio Vargas – São Paulo – BR) 2007

MS Microsoft Project – Microsoft Corp Brazil Division – 2008

SIX SIGMA – Green Belt (in progress) ASQ

MS Microsoft Project – Microsoft Corp Brazil Division – 2008

Leadership – Franklin Covey Institute – US 2016

Lean system Management – Lean Institute Germany 2017

Power B.I (Business Analysis) – Enterprise DNA Institute 2017

SCRUM Master Certification SCM 2018

Project Lean Management – Wroclaw University – Poland 2018

**LANGUAGES**

Fluent in English, Spanish and Portuguese.

**REFERENCES AVAILABLE UPON REQUEST**