Erica Jenise Gleaton

Erica@EricaGleaton.com | 202-276-2584 | http://EricaGleaton.com | http://linkedin.EricaGleaton.com
http://Schedule.EricaGleaton.com | Interested in Remote / Work From Home Opportunities Exclusively

"A brand for a company is like a reputation for a person. You earn a reputation by trying to do hard things well." – Jeff Bezos

Project Management Professional (PMP) with a transformational coaching leadership style, who focuses on tailoring project plans and it's execution around delivering value to the business by utilizing PMP best practices, models, methods, and artifacts. Highly skilled, experienced, and dedicated to proactively engaging people, reinforcing process, and supporting the business environment to conclude each project (predictive, agile, or hybrid) successfully, effectively, and efficiently on time, in budget, in scope, and with expected quality.

COLLEGE EDUCATION

<u>Johnson & Wales University</u>   8 Abbott Park Place, Providence, RI 02903
Bachelors in Computer Information Science   Degree 8/03
Bachelors in Accounting   *GPA 3.23 / 260 Credit Hrs. / Cum Laude / Leadership Concentration*   Degree 5/01
Collegiate Ambassador / Resident Assistant / Future Business Leader Of America

TOP INDUSTRY CERTIFICATIONS

Legend: [Expiration (Exp), Version (v) | Novice (N), Intermediate (I), Expert (E), Candidate (In Progress / Preparation)]

● **AICPA:** Cert. Public Accountant (CPA), Candidate	● **ECC:** Certified Ethical Hacker (CEH), Exp 09/24
● **AWS:** Cert. Sys. Ops. Admin Assoc., Exp 07/24	● **ISACA:** Cert. Info. Security Mgr. (CISM), Exp 01/25
● **AWS:** Solutions Architect Associate, Exp 10/22	● **ISC2:** Cert. Info. Sys. Sec. Pro. (CISSP), Exp 01/23
● **AXELOS:** ITIL (IT Infrastructure Library), v3	● **MICROSOFT:** MTA Networking Fundamentals
● **COMPTIA:** A+ v801 & v802, Exp 09/24	● **MICROSOFT:** Office Specialist 2016 Master (MOS)
● **COMPTIA:** Network + NJ007, Exp 11/24	● **PMI:** Project Management Pro. (PMP), Exp 03/24
● **COMPTIA:** Security + v501, Exp 09/24	● **SA:** Certified Scrum Master (CSM), Exp 04/23

U.S. Citizen (US Citizenship), able to obtain a government security clearance, and able to pass a Federal drug screening (drug test).

MICROSOFT SQL SERVER TECHNOLOGIES (Front & BackEnd)

● SQL Server Database Engine (I)	● SQL Server Database Engine (E)
● SQL Server Analysis Services (SSAS) (I)	● Azure SQL Database (N)
● SQL Server Integration Services (SSIS) (I)	● Azure SQL Data Warehouse (N)
● SQL Server Reporting Services (SSRS) (I)	● Power BI Service / Power BI Report Server (N)

MICROSOFT APPLICATIONS (GUI)

Access (E)	Excel (E)	OneNote (E)	Outlook (E)	Powerpoint (E)	Project (I)	SharePoint (I)	Skype (E)	Visio (E)	Word (E)

ENTERPRISE APPLICATIONS USER EXPERIENCE (GUI)

● Clarity Budgeting (I)	● PeopleSoft: AM (I)	● Quickbase (I)	● Tableau (N)
● Foundation (I)	● PeopleSoft: AP (I)	● Salesforce (I)	● Timberline (I)
● MRI (I)	● PeopleSoft: GL (I)	● SRC Budgets (I)	● Vena (I)

PROGRAMMING LANGUAGES (BackEnd)

.Net (I)	C++ (N)	HTML (I)	Java (I)	Javascript (I)	PL/SQL (E)	Python (I)	T-SQL (E)	VBA (I)

PMP®

Date of Exam: 25 March 2018

Overall Performance: PASS

YOU

Above Target
Your performance exceeds the minimum requirements for this exam.

HIGHLIGHT OF PERSONALITY ASSESSMENTS AND SOFT SKILLS

- **Disc Style:** Influence & Steadiness (**iS**) | **Collaboration, Enthusiasm, Support**
- **MBTI: ENFJ-A (**Mentor) **E**xtraversion **IN**tuition **F**eeling **J**udging - **A**ssertive
- **CliftonStrengths:** 1. Learner 2. Achiever 3. Woo 4. Relator 5. Ideation 6. Positivity 7. Input 8. Futuristic 9. Strategic 10. Focus 11. Communication 12. Individualization 13. Discipline 14. Connectedness 15. Self-Assurance

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"If something's important enough, you should try. Even if - the probable outcome is failure." - Elon Musk

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PROJECT MANAGEMENT PROCESS GROUP SKILLS

- **Initiating:** Completed activities related to defining the project scope and obtained approval from stakeholders
- **Planning:** Conducted activities related to preparing project plans related to all knowledge areas
  Integration - Scope - Time - Cost - Quality - Human Resources - Communications - Risk - Procurement - Stakeholder
- **Executing:** Performed activities related to performing the work necessary to achieve the stated objectives
- **Monitoring and Controlling:** Monitored progress, managed change and risk, and communicated status
- **Closing:** Finalized project activities, obtained acceptance for deliverables, and communicated project closure

PROJECT MANAGEMENT KNOWLEDGE AREA SKILLS

- **Integration:** Managed all project knowledge areas to ensure seamless transitions throughout project lifecycle
- **Scope:** Ensured only authorized work were implemented in all Quickbase application projects 100% of the time
- **Time:** Divided project into logical tasks and activities, then created a schedule used to complete assignments timely
- **Cost:** Negotiated external vendor contract reduction which allowed the project to complete under budget
- **Quality:** Overseen quality process and ensured changes were tracked appropriately in a Change Management system
- **Human Resources:** Managed a team of seven associates to successfully complete the Clarity Data Integration Project
- **Communications:** Communicated effectively with all stakeholders to ensure everyone was informed and engaged
- **Risk:** Performed Risk Analysis to identify all project vulnerabilities and threats, then create plan accordingly
- **Procurement:** Managed external vendors to ensure requirements were being meet
- **Stakeholder:** Meet or exceed stakeholder expectations throughout all projects

WORK HISTORY

Erica Jenise, LLC **Washington, DC** **04/2013 - Current**

- **Chief Executive Officer (CEO)**
  - Effectively complete custom projects to client's satisfaction consistently meeting and often exceeding expectations
  - Create and implement solutions that address complex problems plaguing clients in a timely and professional manner
  - Lead team in value servant leadership style: Honor, Inspire, Ethics, Empower, People, Balance, Serve w/ Humility
  - Participate in agreement negotiations and verify all objectives of project agreement are met to the agreed standard
  - Execute project with urgency required to deliver business value, upon project conclusion ensure knowledge transfer
  - Provide status updates weekly /monthly on plan and execution of budget, resources, schedule, quality, and scope

AvalonBay Communities **Arlington, VA** **11/2003 - 06/2018, 14 years 7 months**

- **IT Project Manager (PM)** **07/2010 - 06/2018, 7 years 11 months**
  - Ensured multi-million dollar Data Warehouse maintained a service level availability of 99.99% yearly since 2009
  - Executed project plan to replace Data Warehouse budgeting source system data from SRC to Clarity successfully
  - Initiated and completed Quickbase project to auto sync data repository to share data across multiple applications
  - Determined, prioritized, addressed, and removed impediments, obstacles, and blockers for the team larger than 10

- **Business Intelligence Specialist** **03/2005 - 07/2010, 4 years 4 months**
  - Utilized SQL Analysis Services to create, design, and reengineer OLAP cubes
  - Integrated data from multiple source systems (MRI, PeopleSoft, Clarity, etc.) using SQL Server Integrative Services
  - Created and maintained over 208 customized Quickbase Applications to specification over 9 year span
  - Analyzed and resolved 455 complex Data Warehouse issues on a timely basis to satisfaction in 12 years span

- **Business Systems Analyst** **11/2003 - 03/2005, 2 years 4 months**
  - Accurately closed PeopleSoft Asset Management process monthly for over 2 years
  - Created numerous MicroSoft Excel workbooks with MicroSoft VBA macros
  - Executed weekly PeopleSoft Account Payable process to migrate data to PeopleSoft General Ledger
  - Completed all aspects of PeopleSoft user access and role security (Add, Edit, Delete)

AWS, salesforce, security clearance,six sigma, poly, top secret, ts, secure, certificate

CURRENT MEMBERSHIPS / LICENSES

● Alpha Kappa Alpha Sorority Incorporated, 12/12- ∞	● Notary Public DC, MD, VA, & Electronic, 03/13 - ∞
● Adult And Pediatric First Aid/CPR/AED, 11/03- ∞	● Licensed Title Producer (TIPIC) in DC, MD, and VA, 11/17- ∞
● ToastMasters International, 01/15- ∞	● Notary Association (Notary Signing Agent), 03/13 - ∞