

VALBONA Blinishta

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Project Manager Profile

- Senior Project Manager experienced in quickly understanding complex projects and project objectives, managing project teams and deliverables, and building stakeholder relationships.
- Skilled in the management of highly visible, high impact, concurrent projects.
- Able to utilize Agile and Waterfall methods to plan, coordinate, and implement projects
- Able to guide, plan and track day-to-day activities of project teams using various PM tools
- Able to deliver Custom Software Developments: experienced in managing all phases of the software development lifecycle (SDLC) for multiple concurrent projects.
- Experience with infrastructure and cloud migration projects using industry best practices.
- Known for ability to produce high-quality deliverables that meet or exceed timeline and budgetary targets.
- Expert in managing profit/loss for the projects, as well as overall management or oversight of the business plans, financial management, cost proposal development and submission, scope management, and contract invoicing.
- Applies common sense project management principles to create cooperative and collaborative efforts, deliver business strategic objectives and fill the end customer needs.
- Manages project plans, timelines, WBS, resources, deliverables, timesheets, SDLC and status reports.
- Reports Progress to Stakeholders, Senior Management, and teams.
- Experience in leading large multi-disciplined, and international teams to deliver project objectives.
- Excellent communication & reporting skills.
- Jira, Planview, Microsoft Project, Smartsheet, ServiceNow, Salesforce, Confluence, SharePoint, Monday.com and Azure ADO expertise.
- Hands-on involvement, positive relationship building and strong organizational skills
- Thorough knowledge of company budgets, leadership, industry partners and competitors.
- Provides leadership, expertise and coordination for company's IT initiatives, digital repository development and mobile digitalization projects.
- Able to mitigate and resolve issues, re-establish project momentum throughout all stakeholder tiers including end users, technicians, engineers, subject matter experts as well as management in both business and/or operations.

EDUCATION

Master of Science in Software Engineering - Stratford University, West Falls Church , VA in June 2011

Bachelor of Science in Computer Science University of Florence – Florence, Italy June, 2002

PMP Project Management Certificate - PMI Institute, May 2021

WORK EXPERIENCE

IT Project Manager

Amazon - Seattle, WA

April 2011 to Present

- Coordinated the design, development, and implementation of complex and multi-phase projects.
- Provided project management, coordination, guidance, planning, implementation, and support for multiple projects.
- Able to deliver Custom Software Developments: experienced in managing all phases of the software development lifecycle (SDLC) for multiple concurrent portfolios
- Lead and coordinate the implementation of epics and sprints for development teams.
- Delivered project requirements on time and within the agreed acceptance criteria in a hybrid methodology environment during the transition to an Agile/ Expedited Life Cycle (XLC) Methodology. Ensured the development teams are practicing and adopting the agile principles.

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- Responsible for profit/loss for the projects, as well as overall management or oversight of the business plans, financial management, cost proposal development and submission, scope management, legal compliance, and contract invoicing and dealing with third party vendors.
- Project SDLC Management in Planview and MS project: used milestones and phases to align project goals and report project success.
- Managed operational aspects of the organization including knowledge management, coordination and training of resources and project planning and delivery.
- Develop and implement cost-effective processes and open-source infrastructure to support objectives. Report on project progress, issues, and projects at risk on a regular basis.
- Recognize opportunities to increase automation or outsourcing; Guided the planning and execution of single projects to deliver on savings and increased efficiencies.
- Led and participated in new business development activities. Engaged in pre-proposal strategic activities, proposal reviews, proposal writing and start-up activities.
- Directed and monitored organization staffing, includes employee recruitment, selection, training, career development, performance assessment, workload planning, recognition, salary actions and disciplinary actions.
- Partnered effectively with Finance and Operations to monitor sales reports, sales forecasts, sales trends, and pricing trends, which increased gross margins and resource utilization.
- Create and implement strategic changes to operational processes, procedures, and policies to ensure optimal resources utilization within budget constraints.
- Manage all operational staff, outside vendor activities, projects and deliverables.
- Participate in creating requirements, specifications, and SOW for vendors, contractors and consultants engaged in projects for the company.

Project Manager**UnitedHealth Group, Minnetonka, MN****September 2009 to March 2011**

- Responsible for managing high-impact technical projects from idea to delivery.
- Create and manage Project plans and SDLC: identify, document and manage project milestones, tasks, dependencies, and timelines. Provide prioritization guidance to teams to deliver on time and within budget.
- Identify risks and issues and drive them to resolution. Provide effective status updates to stakeholders.
- Worked closely with Executives, Product Management, Global Software Development teams and other key stakeholders to prioritize projects and deliver technical solutions that meet the needs of the business.
- Initiate projects: work closely with Product Management and the Project Management teams to understand the product roadmap, identify the portfolio of projects that will deliver the expected results, and the resources required to deliver the projects on time and within budget.
- Developed user stories and process flows to support the design and development of software solutions.
- Worked collaboratively with team members to design solutions that met business requirements and fulfill user stories.
- Participated and/or led key meetings including requirement sessions, system demos, user acceptance testing, and end-user training.
- Supported the development of operations strategy, setting priorities and executing operational plans.
- Optimized operational efficiency through innovative thinking, process improvement, system enhancements, and best practice sharing.
- Engaged and worked with multiple teams (such as sales, account management, and operations) to effectively achieve data needs and analysis results.
- Applied quantitative analysis and data visualization to deliver captivating presentations.

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- Define Scope: identify stakeholders and work with them to define and document the scope of work in detailed functional requirements. Stakeholders include executives, product management, local and remote software development teams, operations, finance, client management, legal, customer service, and other teams.

Quality Assurance Lead and Business Analysts

Bank of America, Charlotte, NC

January 2005 to August 2009

- Guided several departments in designing and developing projects through production stage.
- Collaborated with management teams to deliver assigned projects.
- Developed group and individual timelines, assessed/identified potential bottlenecks for each project.
- Led teams across broad technical, financial and business disciplines. Focused teams on business objectives and tracked progress to ensure project milestones were completed on time, on budget and with the desired results.
- Managed, trained and influenced key stakeholders in IT-related integration decisions.
- Mitigated risk factors through careful analysis of financial and statistical data. Anticipated and managed change effectively in rapidly evolving business environments.
- Lead teams through all aspects of requirements gathering, requirements and use case documentation, technical requirements documentation, application test planning and test script development as well as knowledge of deployment protocol (SDLC)
- Collaborated with QA team & facilitate to define the QA test plans. Ensured defect-free releases through careful planning, testing and QA efforts.
- Managed Systems Integration and Service Oriented Architecture, Architecture analysis and systems integration designing.
- Defined processes and tools best suited to each project.
- Moved between agile and waterfall approaches depending on project specifics and project goals
- Created detailed project road maps, plans, schedules and work breakdown structures.
- Custom Software Developments: Managed all phases of the software development lifecycle (SDLC) for dozens of custom solutions. Manage system conversion activities for newly acquired companies, including training and go-live support
- Directed the recruitment process of key employees and the selection of consultants and outsource-vendors.
- Developed and initiated internal processes to improve project delivery within specific timeframes.
- Defined the resources required for completion of a project and allocated resources accordingly.
- Responsible for escalation and ultimate resolution of all project related issues and/or risks
- Coordinate and facilitate design and development meetings
- Monitor staff time charged to projects to ensure budgets are not exceeded

TECHNICAL SKILLS: Project Management Tools: PlanView, Microsoft Dynamics D365, OPPM, JIRA, ALM, Test Management: Quality Center, Test Director, Microsoft Test Manager (MTM), Team Foundation Server, Visio, Quality Center, Microsoft Project, SharePoint, PowerPoint. Proficient in Kanban, MS Office, PHP, MySQL, G-Suite.