

Omar Sharif

Phone: 470.615.9701 Email: OASharif@outlook.com

Contact Information: www.OmarSharif.info

Relocation: Anywhere, USA Citizenship: US Citizen-Military Veteran

Project Manager

"I don't watch IT happen. I don't wonder how IT happens. I make I.T. happen"

Project Manager with over 10 years' experience and 20 years' **Information Technology** experience **developing software products, services, and systems**. Ability to take raw data or ideas, make an assessment, and define the results into an executable **Project Management Plan**. This includes high-quality estimates and weighted risk, managed within a process-driven **Project Life Cycle**. My hybrid IT skillset, affiliative leadership, attention-to-detail management, and technical/non-technical communication defines me as an asset able to initiate, plan, execute, monitor, control, and successfully deliver **business objectives, visions, and expected benefits** within **scope, time, and budget**.

SKILL SET SUMMARY

Project Planning & Management

Change management planning; Communications management planning; Compliance management; Configuration management; Cost management planning; Information management; Implementation planning; Knowledge management; Prioritization/time management; Procurement planning; Quality management planning; Regulatory and environmental impacts assessment planning; Relationship management; Resource planning; Risk management planning; Scope management planning; Stakeholder management planning; Strategic management; Transition planning; Virtual/remote team management

Software, Systems & Industries Managed

Software development, equipment, or system installation (Infrastructure, Data migrations, Web/cloud development, SaaS, LIMS, EHR, IoT, POS, E-commerce, Mobile and medical devices; Maintenance of process industries (Manufacturing, Oil & Gas, Professional Services, Government, Paramedical, Healthcare, Telecommunications, Retail)

Project Management Tools & Techniques

Benefit analysis; brainstorming; Budgeting; Data gathering; Delegation; Estimation; Expert judgment; Feedback; Leadership (coaching, mentoring, training, and team-building); Negotiating and influencing; Performance measurements and tracking (EV, CPM, PERT, trend analysis, KPI and key success factors); Presentation; Problem-solving; Process analysis; Project monitoring; Project review; Quality best practices and standards (ISO, HIPAA, HL7, FDA); Quality measurements; Quality standards; Quality validation and verification; Requirements gathering; Scope deconstruction (WBS, Scope backlog); Workflow diagramming

Information Systems & Methodologies

Microsoft Project, Office (Word, Excel, PowerPoint), Visio, SharePoint, Azure DevOps; HP Application Lifecycle Management; JIRA; Zoho Project; Rational Collaborative Lifecycle Management; Clarity; Development methods (Agile, Scrum, Waterfall, Kanban)

Other Project Management Skills

Active listening; Analytical skills; Applicable laws and regulations (HIPAA, CFR); Archiving practices and statutes; Business acumen; Close-out procedures; Offshore & cross-functional teams; Communications (listener, technical/non-technical); Conflict resolution; Continuous improvement processes; Customer satisfaction metrics; Decision making; Diversity and cultural sensitivity; Elements of a project charter; Elements of a statement of work; Emotional intelligence; Facilitation; Generational sensitivity and diversity; Interdependencies among project elements; Interpersonal skills; Lean and efficiency principles; Organizational and operational awareness; Peer-review processes; Project Controls Limits (thresholds, tolerance); Project finance principles; Situational/political awareness

EDUCATION & TRAINING

Emory University – [Project Management Certificate](#)

DeVry University – [Bachelor of Science \(B.S.\) in Computer Information Systems](#)

United States Army / Georgia National Guard – [Petroleum Supply Specialist](#)

CAREER HISTORY

Project Manager – CyNet Systems, Inc.

40 Hours/Week – October 2018 to October 2023

- Managed project team to certification achievement for the development, testing, and implementation of a Certified EHR Technology (CEHRT) 45 CFR Part 164.302–318, using HIPPA rules and standards for privacy and security.
- Managed between agile, scrum, and waterfall approaches, creating detailed product road maps, project plans, schedules, and work breakdown structures.
- Identified key deliverables based on business requirements to manage stakeholder expectations and direct achievement of project goals.
- Identified high-level risks, assumptions, and constraints based on the current environment, organizational factors, historical data, and expert judgment, to propose an enterprise implementation strategy.

Project/Product Manager – eData Platform, Corp.

50 Hours/Week – January 2010 to January 2018

- Managed the development and implementation of internal and external enterprise projects and products for a Software as a Service (SaaS) advanced data platform that enabled clients to deploy real time interoperability applications to meet their business objectives. This included strategy, development, customization, migrations, upgrades, support and maintenance.
- Performed project assessment based upon available information, lessons learned from previous projects, and meetings with relevant stakeholders to support the evaluation of the feasibility of new products or services within the given assumptions and/or constraints.
- Identified key deliverables based on the business requirements to manage customer expectations and direct the achievement of project goals.
- Reviewed and assessed detailed project requirements, constraints, and assumptions with stakeholders based on the project charter, lessons learned, and by using requirement gathering techniques to establish detailed project deliverables.
- Managed project/product lifecycles between agile, scrum, and waterfall approaches depending on project specifics and client goals, creating detailed project road maps, plans, schedules, and work breakdown structures. Defined processes and tools best suited to each project.
- Planned out a product development strategy, kept a backlog with ideas, and organized sprints for multiple products and multiple projects.
- Acquired and managed project resources by following resource and procurement management plans to meet project requirements.
- Managed task execution based on project management plans by leading and developing the project team to achieve project deliverables.
- Implemented quality management plans using the appropriate tools and techniques to ensure that work is performed in accordance with required quality standards.
- Implemented approved changes and corrective actions by following change management plans to meet project requirements.
- Implemented approved actions by following risk management plans to minimize the impact of the risk and take advantage of opportunities on the project.
- Managed the flow of information by following communications plans to keep stakeholders engaged and informed.
- Maintained stakeholder relationships by following stakeholder management plans to receive continued support and manage expectations.
- Measured project performance using appropriate tools and techniques to identify and quantify any variances and corrective actions.
- Managed changes to the project by following change management plans to ensure that project goals remain aligned with business needs.
- Obtained final acceptance of project deliverables from relevant stakeholders to confirm that the project scope and deliverables were achieved.
- Transferred ownership of deliverables to assigned stakeholders in accordance with the project plan to facilitate project closure.

IT & Services Consultant – Conflair, Inc.

40 Hours/Week – January 2007 to January 2010

- Managed and executed task associated with the development and implementation of software products and services.
- Assigned to teams as project manager, product owner, systems analyst, business analyst, compliance analyst, LIMS Analyst, quality assurance analyst/tester, technical writer, and product trainer.

Note: This resume has been condensed to reference the previous 10 years of my professional career.