

OBJECTIVE

Project Management Leader with over a decade of experience in project management in industries including Commercial Construction, Marketing, IT, Healthcare, and Finance. Specialized in developing and maturing Enterprise Project Management Offices to transform project outcomes and drive strategic alignment and in minimizing risk and enhancing project success through advanced schedule management practices and timeline optimization.

- EPMO Development & Maturation
- Lean Six Sigma Process Development
- Project Controls (*Control scope, schedule, cost, quality, risks, resources*)
- Project Schedule Development & Management; Dependency Management
- Project Change Management
- Project Analytics & Reporting (*Critical Path, Earned Value, What-if, Earned at Completion, Variance, etc.*)
- Project Governance
- Project Leadership & C-Suite Stakeholder Management



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AMY NELSON, PMP

EXPERIENCE

The Options Clearing Corporation

January 2023 – Current

Lead Associate Principal | EPMO Program Controls Analyst

- Through cross team collaboration, developed a standardized project process, reducing the anticipated project life cycle (from Idea to Project Completion) by 48 weeks (59% reduction)
- Developed new Project Phase Gate Process in custom built Microsoft Power Automate tool
- Improved existing Project Change Controls Governance Process, for an estimated yearly cost savings of \$216,780 (39% reduction), drastically reducing risk on company's priority and high profile Program
- Collaborated with key subject matter experts in re-writing Department's processes, procedures, job aids, user guides, training materials, and organizational risk controls to successfully pass an Audit Finding from SEC and reduce overall risk to the company

Center for Autism & Related Disorders

Feb 2022 – Jan 2023

Infrastructure Program Manager | Sr. IT Project Manager | IT PMO Analyst

- Successfully completed 97 projects in the Infrastructure Program in 2022 through improved cross-team communications and data analysis
- Worked with multiple teams across the US and Internationally, both with internal stakeholders and external vendors
- Sr. IT Project Manager supporting a major project replacing the company's ERP Solution and pioneered the Change Organization Management's process for the Go Live Launch
- Developed the Project Change Controls Governance Process, integrating it into the existing CAB cadence for strategic alignment with key leadership

Milestone Consultants

Oct 2017 – Jan 2022

Project Controls Specialist | Consultant

- Project Management, Project Controls, and Schedule Management Consultant work in Commercial Construction & IT

EDUCATION

- PMI PMP Certificate | [Link to View](#)
- Western Governors University | BS | Marketing Management
- Palomar College | AS | International Business Communication
- Lean Six Sigma Green Belt Certified | the OCC