

OBJECTIVE

Project Management Leader with over a decade of experience across Commercial Construction, IT, Healthcare, Finance, and Marketing. Specialized in developing and maturing Enterprise Project Management Offices to drive strategic alignment, and in master schedule development, critical path analysis, and project controls that reduce risk and protect delivery dates.

- 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
- Tools: Primavera P6, MS Project, Power Automate, SharePoint, Jira, Excel
- Published: AACE Technical Paper PS-3493 (2019)



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AMY NELSON, PMP

EXPERIENCE

Project Survival Game

Feb 2026 – Current

Founder | Product Owner | Project Manager

- Founded a project management education company; own the full product life cycle from market definition to release
- In-Progress Build: *Project Survival: Scope Creep*, a narrative PM simulation earning PMPs continuing education PDUs, with a scenario engine that varies stakeholders, issues, and risks
- Developing The Iron, a field project controls app productizing the Progress Impact Report method from AACE Technical Paper PS-3493

The Options Clearing Corporation

Jan 2023 – Feb 2026

Lead Associate Principal | EPMO Program Controls Analyst

- Developed a standardized enterprise project process, cutting the idea-to-completion life cycle by 48 weeks (59% reduction)
- Built a new Project Phase Gate Process in a custom Microsoft Power Automate tool
- Improved Change Controls Governance for an estimated \$216,780 in annual savings (39%) on the company's highest-profile program
- Re-wrote department processes, job aids, training materials, and risk controls to clear an SEC audit finding and lower enterprise risk

Center for Autism & Related Disorders

Feb 2022 – Jan 2023

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

- Delivered 97 Infrastructure Program projects in 2022 through improved cross-team communication
- Coordinated internal teams and external vendors across U.S. and international locations
- Sr. IT Project Manager on the company's ERP replacement; pioneered the change management process for Go-Live
- Built Project Change Controls Governance into the existing CAB cadence

Milestone Consultants

Oct 2017 – Jan 2022

Project Controls Specialist | Consultant

- Managed CPM master schedules with critical path, dependency, and earned value analysis on Globe Life Field (Texas Rangers), a Fort Worth data center, TCU stadium expansion, and an OU Health surgical tower
- Authored Progress Impact Reports quantifying project issues to support change orders, claims, and weekly progress reporting
- Audited and integrated contractor schedules into one master schedule for Owner review

EDUCATION

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