

ANDRES HO

SENIOR PROGRAM MANAGER III

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STRENGTHS

- Creative Problem-Solver**
Developed solutions during tight deadlines, enabling positive impact on crucial projects while keeping team morale high.
- Collaboration Champion**
Successfully fostered partnerships between departments, producing synergies that significantly improved project results.
- Strategic Thinker**
Drew from knowledge of market conditions, shaping strategies that greatly influenced project trajectories and organizational growth.
- Effective Communicator**
Responded proactively to stakeholder inquiries, ensuring clear conversations around project foresight and direction.
- Mentorship Advocate**
Provided guidance to new professionals, gaining respect and becoming a vital resource for aspiring program managers.

SKILLS

Program Management

Project Coordination

Team Leadership

Strategic Planning

Conflict Resolution Data Analysis

Stakeholder Engagement

Process Optimization

Risk Management

Budget Management

SUMMARY

Dynamic Senior Program Manager with over 6 years of experience leading technical project management initiatives in fast-paced manufacturing environments. Proven ability to develop cross-functional teams and drive strategic objectives that enhance operational efficiency and customer satisfaction. Strong leadership skills with a focus on conflict resolution and team performance enhancement, leveraging industry knowledge to inform business decisions. Committed to fostering a culture of innovation and continuous improvement to achieve exceptional results.

EXPERIENCE

Senior Program Manager

Tech Solutions Inc. March 2021 - Present Chicago, IL

Lead program management activities focusing on the technical transfer of client projects. Direct collaboration across departments ensures project success and operational excellence.

- Managed successful technical transition for over 15 client projects aligned with company goals.
- Developed high-performing cross-functional teams synthesizing varied viewpoints for cohesive strategies.
- Implemented decision-making processes informed by data analysis, driving project success.
- Fostered accountability within teams through intentional conflict resolution practices.
- Drove innovative solutions, achieving significant improvements in market competitiveness.
- Guided junior project managers with mentoring to bolster team capability.

Program Manager

Global Manufacturing Corp. June 2018 - February 2021 Peoria, IL

Facilitated numerous operational projects, focusing on cost reduction and enhanced efficiency. Influenced project scopes actively while enhancing stakeholder relationships.

- Spearheaded program management for operations, achieving significant cost reductions.
- Collaborated closely with stakeholders to align project execution with corporate strategies.
- Crafted comprehensive plans overseeing milestones for project adherence.
- Refined communication methods encouraging understanding and transparency among all levels.
- Evaluated market trends to generate informed recommendations impacting project directions.
- Conducted workshops on project management transforming team effectiveness.

Project Coordinator

Innovatech Solutions January 2016 - May 2018 Naperville, IL

Supported project schedules ensuring compliance with quality and timing standards. Enhanced overall project efficiency through cross-department coordination.

- Assisted with managing schedules and resources contributing to timely delivery.
- Enhanced interdepartmental collaboration addressing challenges effectively.
- Monitored project's KPIs reporting directly to management for necessary adjustments.
- Documented project processes adhering to company frameworks.
- Participated in optimization efforts improving productivity across teams.
- Engaged continuously in industry developments maintaining best practices.

LEADERSHIP & AWARDS

- Employee of the Month, Tech Solutions Inc., April 2022.
- Leadership Recognition Award, Global Manufacturing Corp., January 2020.

Cross-functional Leadership

Technical Transfer

Quality Assurance

Agile Methodologies

Operational Excellence

Performance Monitoring

LANGUAGES

English Native

Spanish Proficient

MY CAREER



- Senior Program Manager at Tech Solutions Inc. (5.2 Years)
- Program Manager at Global Manufacturing Corp. (2.7 Years)
- Project Coordinator at Innovatech Solutions (2.3 Years)

EDUCATION

Bachelor's Degree in Business Administration

University of Illinois 🎓 GPA: 3.6 📅 2015 📍 Springfield, IL

Coursework: Marketing Principles, Operations Management, Financial Analysis, Project Management

CERTIFICATIONS

- Project Management Professional (PMP) 📅 2023
- Certified ScrumMaster (CSM) 📅 2024

TECHNICAL SKILLS

- **Project Management Tools:** Trello, Asana, Microsoft Project
- **Communication Tools:** Slack, Microsoft Teams, Zoom
- **Data Analysis Tools:** Excel, Tableau, Google Analytics
- **Documentation Software:** Confluence, SharePoint, Notion
- **Collaboration Platforms:** JIRA, Monday.com, Wrike
- **Agile Frameworks:** Scrum, Kanban, Lean
- **Financial Management Software:** QuickBooks, SAP, Oracle
- **Quality Management Systems:** ISO 9001, Six Sigma, TQM
- **Cloud Platforms:** AWS, Azure, Google Cloud
- **ERP Systems:** SAP ERP, Oracle ERP, NetSuite

PROFESSIONAL AFFILIATIONS

- Member, Project Management Institute (PMI).
- Sponsor, local community tech workshops.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST