

# Finn Robles

## Senior Program Manager

📞 (413) 555-7890

✉️ finn.robles@example.com

🌐 linkedin.com/in/finnrobles

📍 123 Maple Street, Springfield, MA 01103

### STRENGTHS

- 💡 **Strategic Thinker**  
Created coherent strategies to direct initiatives, leading teams towards achieved collective goals deep within challenging circumstances.
- 🗣️ **Effective Communicator**  
Honed a talent for conveying complex ideas clearly among stakeholders, fostering positive working relationships and transparency.
- 👥 **Collaborative Leader**  
Built enthusiasm within teams, prompting dynamic discussions and creative problem-solving approaches to deliver quality outputs.
- ⚙️ **Resource Optimizer**  
Refined allocation methods, maximizing strengths within teams and resulting in more cohesive project achievements.
- 👍 **Quality Enhancer**  
Dedicated to identifying improvement areas, which propelled consistent enhancements throughout project executions.

### SKILLS

- Project Management
- Stakeholder Engagement
- Risk Management
- Financial Tracking
- Team Leadership
- Continuous Improvement
- Change Control
- Resource Allocation
- Budget Monitoring Coaching
- Governance Support
- Cross-Functional Teamwork

### SUMMARY

Dynamic Senior Program Manager with over ten years of expertise steering high-impact technology initiatives in complex environments. Proven ability to translate organizational strategies into actionable plans, managing risks and resource allocations effectively. Known for fostering cross-functional collaboration while driving continuous PMO improvements. Regularly collaborate with portfolio managers and executive leadership to align outcomes with strategic goals. Actively mentor project team members, encouraging best practices and championing a culture of problem-solving. Enthusiastic about creating environments that promote growth and business transformation.

### EXPERIENCE

#### Senior Program Manager

Tech Innovations Inc. 📅 June 2021 - Present 📍 Cambridge, MA

As Senior Program Manager, oversee multiple interrelated technology projects, empowering teams to execute complex strategies aligned with business objectives. Lead the development and implementation of coordinated program plans while actively managing risk and ensuring optimal resource allocation.

- Direct portfolio performance across interconnected technology projects, achieving desired business impacts and enhancing operational efficiencies.
- Establish clear deliverables through program planning, guaranteeing alignment with corporate goals.
- Guide teams in proactive risk management and facilitate smooth issue resolution; maintain focus on delivery timelines.
- Strategically allocate resources among teams, retaining commitment to overall project milestones.
- Mentor and lead Project Managers, cultivating an environment centered on shared learning and initiative.
- Master financial tracking, overseeing program budgets and aligning expenditure against forecasts.

#### Program Manager

Global Solutions Corp. 📅 February 2016 - May 2021 📍 Worcester, MA

Led various technology initiatives, transforming high-level organizational strategies into tangible action plans. Worked alongside senior leaders maintaining project alignment with business priorities through effective engagement.

- Administered diverse projects, ensuring teamwork and communication among departments to sustain project momentum.
- Applied risk governance frameworks, facilitating enhanced decision-making around program effectiveness.
- Directed PMO continual improvements, refining methodologies to improve operational precision.
- Conducted financial analysis, staying vigilant regarding compliance and budgetary restrictions.
- Fostered interdepartmental communication, resolving issues swiftly and promoting cooperative solutions.
- Engaged stakeholders continuously, adapting to shifts in project expectations.

#### Project Manager

Innovatech Solutions 📅 January 2012 - January 2016 📍 Lowell, MA

Managed complete project lifecycles, ensuring that workflows fulfilled organizations' strategic objectives. Drove delivery excellence by closely monitoring project performance and stakeholder engagements.

- Created comprehensive project documentation for successful execution from inception to completion.
- Implemented tailored risk assessments to mitigate impacts on timelines and resource usage.

Interdependency Management

Strategic Execution

Process Optimization

PMO Standards

## LANGUAGES

English Native

Spanish Intermediate

## MY CAREER



● Senior Program Manager at Tech Innovations Inc. (5 Years)

● Program Manager at Global Solutions Corp. (5.2 Years)

● Project Manager at Innovatech Solutions (4 Years)

- Nurtured team dynamics through coaching, elevating junior member competencies.
- Ensured rigorous budgeting and tracking processes, delivering consistent reporting.
- Developed strong partnerships with clients and internal teams, enhancing collective project insights.
- Adapted project strategies based on regular performance reviews and feedback loops.

## LEADERSHIP & AWARDS

- Recipient of Tech Innovations Leadership Award 2023 for significant impact in driving transformative projects.
- Recognized by Global Solutions Corp. for Excellence in Team Collaboration and Results-Oriented Management in 2020.

## EDUCATION

### Master of Business Administration (MBA)

University of Massachusetts Amherst 🎓 GPA: 3.8 📅 2011 📍 Amherst, MA

**Coursework:** Leadership, Strategic Management, Financial Analysis, Project Management

## CERTIFICATIONS

- Project Management Professional (PMP) 📅 2022
- Program Management Professional (PgMP) 📅 2023

## TECHNICAL SKILLS

- **Project Management Tools:** JIRA, Asana, Trello
- **Communication Platforms:** Slack, Microsoft Teams, Zoom
- **Technical Frameworks:** Agile, Waterfall, Scrum
- **Performance Metrics:** KPIs, OKRs, ROI Analysis
- **Cloud Solutions:** AWS, Microsoft Azure, Google Cloud
- **Data Analysis Tools:** Power BI, Tableau, Excel
- **Documentation Software:** Confluence, SharePoint, Google Docs
- **Collaboration Apps:** Microsoft Office Suite, Miro, Basecamp
- **Risk Management Software:** RiskWatch, RiskyProject, @RISK
- **Budgeting Applications:** QuickBooks, SAP, Oracle Financial Services

## PROFESSIONAL AFFILIATIONS

- Member of the Agile Alliance, actively participating in workshops to enhance organizational agility.
- Volunteer with local nonprofit organizations, leveraging managerial skills to boost community initiative efficiency.

## ADDITIONAL INFORMATION

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

## REFERENCES

AVAILABLE ON REQUEST