

# Jose Kelly

## Senior Project Manager

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📍 123 Bio Lane, Boston, MA 02115

### STRENGTHS

- 💡 **Analytical Problem Solver**  
Frequent recognition for finding creative solutions to complex project obstacles, facilitating team advancement.
- 🗣️ **Effective Communicator**  
Developed rapport quickly with stakeholders, enabling constructive interactions and seamless information exchange.
- 👥 **Team Collaborator**  
Actively fostered collaboration across departments, significantly enhancing project workflow and productivity.
- 📊 **Budget Management**  
Demonstrated effectiveness in keeping projects within budget, garnering lasting appreciation from finance leaders.
- 🔄 **Conflict Resolution Expert**  
Cultivated a peaceful work environment, resolving conflicts swiftly which promoted morale and team unity.

### SKILLS

Project Management

Agile Methodologies

Risk Assessment

Stakeholder Engagement

Budget Management

GMP Compliance

Performance Metrics

Change Management

Communication Skills

Problem Solving Leadership

Financial Acumen

Interpersonal Skills

Cross-Functional Teamwork

### SUMMARY

Strategic project manager with over 8 years in biopharmaceutical environments, guiding teams through project initiation, planning, and execution. Experienced in leading cross-functional teams to ensure compliance with GMP standards while maintaining focus on organizational goals. Proficient in Agile and Waterfall methodologies. Known for facilitating successful meetings with stakeholders and translating business needs into actionable solutions. Recognized for strong analytical skills and the ability to manage multiple projects simultaneously under tight deadlines. Committed to continuous improvement and stakeholder engagement, ensuring impactful project outcomes.

### EXPERIENCE

#### Senior Project Manager

Innovative BioSolutions 📅 January 2022 - Present 📍 Devens, MA

Oversee multidisciplinary projects within the Biologics division, managing both strategic direction and execution. Facilitate alignment of diverse teams towards common objectives while adhering to budgetary restrictions. Leverage hands-on experience to navigate complex project lifecycles, collaborating closely with leadership and stakeholders.

- Lead cross-functional project teams in executing biologics initiatives successfully, aligning efforts with corporate strategies.
- Utilize robust project management tools from the PMO to establish clarity in project scope, goals, budgets, and timelines.
- Facilitate governance sessions, preparing detailed reports that document discussions and resulting decisions effectively.
- Implement risk assessments to identify and minimize project challenges, ensuring ongoing adherence to timelines.
- Collaborate extensively with manufacturing and quality assurance teams to assure GMP compliance across all phases.
- Employ performance metrics to track project progress, enabling informed decision-making based on real-time data.

#### Project Manager

Advanced Pharma Inc. 📅 March 2018 - December 2021 📍 Cambridge, MA

Managed several high-stakes projects within a GxP framework, proving adept at coordinating complex resources and timelines for optimal efficiency. Maintained focus on enhancing operational success through effective communication and conflict resolution processes.

- Supervised simultaneous projects, utilizing adaptive resource allocation methods to meet critical delivery milestones.
- Engaged multiple departments to streamline business requirements into innovative project solutions, improving overall operational outcomes.
- Developed comprehensive Work Breakdown Structures using MS Project to enhance resource planning and streamline scheduling.
- Managed financial oversight of budgets, ensuring careful tracking to keep all projects within their fiscal limits.
- Facilitated collaborative problem-solving sessions among impacted teams to resolve issues expediently, fostering teamwork.
- Regularly communicated project statuses to senior management through clear presentations, underscoring key insights and progress markers.

#### Project Coordinator

Healthcare Solutions Corp. 📅 June 2016 - February 2018 📍 Worcester, MA

Supported project managers in executing healthcare-focused initiatives, guaranteeing strict regulatory adherence. Strengthened communications across diverse stakeholder groups to facilitate timely updates and information sharing during the project lifecycle.

- Assisted with planning Ensure compliance across lines by monitoring project schedules and deliverables alongside project managers.

Process Improvement

Conflict Resolution

## LANGUAGES

English Native

Spanish Intermediate

## MY CAREER



- Senior Project Manager at Innovative BioSolutions (4.4 Years)
- Project Manager at Advanced Pharma Inc. (3.8 Years)
- Project Coordinator at Healthcare Solutions Corp. (1.7 Years)

- Enhanced interdepartmental communication by addressing inquiries and providing project updates in a transparent manner.
- Contributed to documentation processes to adhere to both internal and external audit regulations diligently.
- Partook in initiatives aiming at process enhancements, shaping more efficient and streamlined project practices.
- Supported the development and definition of project charters and scopes in alignment with broader objectives.
- Maintained organized records of project developments to facilitate smooth transitions throughout various project stages.

## LEADERSHIP & AWARDS

- Project Manager of the Year by Advanced Pharma Inc., 2020
- Lean Six Sigma Green Belt Certification, obtained 2019

## EDUCATION

### Bachelor's Degree in Project Management

University of Massachusetts 🎓 GPA: 3.5 📅 2016 📍 Amherst, MA

**Coursework:** Project Governance, Quality Control, Risk Management, Change Management

## CERTIFICATIONS

- Project Management Professional (PMP) 📅 2022
- Lean Six Sigma Green Belt 📅 2019

## TECHNICAL SKILLS

- **Project Management Tools:** Microsoft Project, Asana, JIRA
- **Communication Tools:** SharePoint, Microsoft Teams, Slack
- **Analytical Tools:** Excel, Access, Power BI
- **Regulatory Standards:** GMP, FDA, ISO 9001
- **Methodologies:** Agile, Waterfall, Lean Six Sigma
- **Change Management:** ADCAR, Kotter's 8-Step Process, Lean Change Management
- **Document Management Systems:** DocuSign, Trello, Confluence
- **Quality Management:** CAPA, OOS, Annual Product Review
- **Meeting Facilitation:** Governance Boards, Strategy Sessions, Stakeholder Reviews
- **Performance Metrics Frameworks:** KPI Dashboards, Balanced Scorecard, Six Sigma Metrics

## PROFESSIONAL AFFILIATIONS

- Member of Project Management Institute since 2018
- Participated in voluntary community health initiatives focused on chronic disease awareness

## ADDITIONAL INFORMATION

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

## REFERENCES

AVAILABLE ON REQUEST