**Aubrey Swanson**

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**Career Summary:**

Result oriented PMO Analyst expert in project management and strategic planning while assisting work in many industries. Highly dedicated and hardworking IT professional with more than 5 years of work experience providing excellent cross-functional team building with leadership skills. Proficient in interpersonal communications and analytical skills.

**Summary of Skills:**

* Possess strong analytical and critical thinking skills
* Have excellent knowledge about different risk management procedures
* Proficient in using computer applications like Excel, PowerPoint, Visio, Access and Word
* Comprehensive knowledge about project life cycle and test plans for application development
* Have outstanding organizational and management skills
* Able to work under stressful situations and a multitasker

**Work Experience:**

PMO Analyst

XYZ Company, Santa Cruz,

April 2015 – Present

* Streamlining work process that reduce reporting hassles in workflows by 40% in 7 months
* Creating, handling and reviewing stage templates to ensure project completion in estimated time
* Partnering with proficient auditors to make certain that the supporting documentation and approvals are secured on quarterly basis
* Managing 5 projects with a staff of 50 employees and efficiently overseeing client contracts
* Acting as a key player to notify the HR department about the open positions and helping in the recruitment process
* Carrying out cost variance analysis of different projects and suggesting corrective actions for the future

PMO Analyst

ABC Company, Santa Cruz

December 2011 – March 2015

* Made sure the projects get completed within deadlines and sent reports to the senior manager
* Coordinated with several teams and provided update on projects in weekly meetings to cut down project risks
* Reviewed different projects and provided suggestions to highlight the required changes
* Revised PMO procedures and conducted orientation for newly recruited employees
* Maintained a record of all meeting agendas, presentations and dashboards for different projects
* Prepared appropriate financial summaries

**Education:**

* Bachelor's Degree in Computer Science  
  ABC University, Chicago   
  2010
* Certification in Project Management   
  ABC University, California  
  2011

**Reference:**

On request.