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## Change Management Specialist Resume

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### Job Objective

To obtain a position as Change Management Specialist in which my skills can help to increase the number of clients and sales for the company.

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### Summary of Qualifications:

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- Solid experience with management consulting in the areas of change management
  - Familiarity with change management principles and methodologies
  - Huge knowledge of project management approaches, tools and phases of the project lifecycle
  - Ability to identify operational issues and recommend and implement strategies to resolve problems
  - Ability to deliver presentations to various audience levels within an organization
  - Thorough knowledge in developing, maintaining, and expanding client relationships
  - Proficient with Microsoft Office applications: Word, Excel and Outlook
  - Excellent ability to manage and facilitate change within an organization
  - Strong written & oral communication skills
  - Superior leadership and problem solving skills
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### Work Experience:

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Change Management Specialist, May 2006 – Present  
Business Control Systems, LP (BCS), Owatonna, MN

- Created Change Management Plan.
- Outlined timing of specific impacts.
- Itemized Change Management issues and created a comprehensive Change Management plan.
- Developed Operating Model Processes, Procedures, and Roles.
- Established key messages for operating model and DMS.

Change Management Specialist, March 2003 – April 2006  
STG, Inc., Owatonna, MN

- Assisted the DMS deployment teams to develop detailed DMS Training Plan.
  - Drafted communications and Change Management Guides.
  - Computed data obtained from multiple sources.
  - Ensured asset information is complete and accurate.
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### Education:

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Bachelor's Degree in Business, Swarthmore College, Swarthmore, PA

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