
Change Manager Resume

Job Objective

Would like to be considered for Change Manager at your company where I can be of service to those employees who would be on my team.

Highlights of Qualifications:

- Certification in PMP
 - Outstanding experience of managing projects and associate change management
 - Profound knowledge of global markets and corporate banking
 - Sound knowledge of Change and Release Management processes
 - Ability to develop and maintain knowledge of functional areas
 - Ability to transit all plans into actions
 - Excellent Microsoft Office applications skills
 - Ability to multi task for various projects and prioritize work
 - Ability to manage communication with management
 - Familiarity in telecom functional areas
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Professional Experience:

Change Manager
SAIC, Tunica, MS
October 2008 – Present

- Performed regular project risk and assisted in mitigation assessment for all change processes.
- Prepared project plan and administered efficiency of functional resources.
- Performed research to maintain efficiency in quality of services for all project deliverables.
- Assisted both internal and external resources and provided efficient business resolutions.
- Managed all communication with project managers for various change activities.
- Prepared appropriate resolutions to achieve all business objectives.

Change Analyst
Fast Switch, Ltd., Tunica, MS
August 2003 – September 2008

- Managed all change requests throughout organization.
 - Maintained all correct procedures and ensured accuracy.
 - Developed and distributed all change management reports.
 - Provided support to all support groups and provide answers to all queries.
 - Documented all reports and agendas for various change management meetings.
 - Ensured response to change requests within required timeframe and monitored impact on various businesses.
 - Maintained reports for all change requests and monitor all metrics impacting business.
 - Ensured compliance to all IBS procedures and guidelines.
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Education:

Bachelor's Degree in Computer Science
Western Connecticut State University, Danbury, CT

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