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## Program Leader Resume

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### Job Objective

Seeking full time Program Leader position in which to use my skills and talents to help company meet or exceed short and long-term goals.

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### Highlights of Qualifications:

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- Vast experience in program management
  - In depth knowledge of CRM Systems and Packages
  - Proficient with CRM integration with Billing Systems, Sales Forecasting and Sales Automation
  - Ability to effectively present information and ideas to groups of all sizes
  - Ability to prioritize to meeting critical deadlines
  - Ability to train, guide and mentor the work of less experienced personnel
  - Ability to guide and lead others not in a direct reporting relationship
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### Professional Experience:

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Program Leader, August 2005 – Present  
GE Technology Infrastructure, Grand Prairie, TX

- Established plan and program, defined objective, and identified resources and funding source.
- Counseled team on design practices and standards.
- Ensured quality product is delivered.
- Developed, implemented, and maintained technical operating plans for each assigned program.
- Supported processes to improve efficiencies of the team.

Program Leader, May 2000 – July 2005  
Panasonic, Grand Prairie, TX

- Developed program timing schedules and budgets; monitored the project from initiation through delivery.
  - Tracked the activities of all participating individuals and departments to ensure the successful execution of projects.
  - Maintained summary program status chart for monthly Program Management review.
  - Supported any 'red' items with root cause explanation and recovery plans.
  - Interpreted and complied with Company policies, procedures, and regulations.
  - Prepared reports, charts, graphs, and other statistical information.
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### Education:

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Bachelor's Degree In Engineering, Birmingham Southern College, Birmingham, AL

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