

CHARLOTTE HARRIS

Enterprise Project Manager

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PROFESSIONAL SUMMARY

Strategic Enterprise Project Manager with 5 years of experience leading innovative projects in fast-paced environments. Proven track record in driving project success by aligning cross-functional teams with business objectives, optimizing workflows, and ensuring timely delivery. Adept at managing stakeholder expectations and navigating complex project landscapes to achieve desired outcomes efficiently.

WORK EXPERIENCE

Enterprise Project Manager 📅 Mar / 2022-Ongoing
Pineapple Enterprises 📍 Santa Monica, CA

- 1. Directed enterprise-wide projects within the Health Care Reform PMO, improving application integration across a \$29M project portfolio.
- 2. Led 30 project teams on complex technical projects, ensuring alignment with organizational goals in a matrix environment.
- 3. Adapted standard project management methodologies for agile environments, enhancing flexibility and responsiveness.
- 4. Monitored project timelines and deliverables, ensuring team members met objectives and expectations.
- 5. Conducted comprehensive project integration, managing scope, time, cost, and quality while communicating status to stakeholders.
- 6. Initiated a \$4M consolidated release project, driving successful implementation from conception to delivery.
- 7. Supported project managers on projects totaling \$10.3M, implementing strategies to regain control and mitigate risks.

Enterprise Project Manager 📅 Mar / 2020-Mar / 2022
Summit Peak Industries 📍 Denver, CO

- 1. Developed project charters and plans to define scope, objectives, and deliverables for multiple enterprise projects.
- 2. Facilitated regular stakeholder meetings to ensure alignment on project goals and expectations.
- 3. Utilized project management software to track progress, identify risks, and report on project health.
- 4. Coordinated with vendors and external partners to ensure timely delivery of project components.
- 5. Mentored junior team members in project management best practices and agile methodologies.

EDUCATION

Bachelor of Science in Business Administration 📅 Mar / 2018 - Mar / 2020
University of Illinois 📍 Denver, CO

Focused on project management and organizational behavior.

SKILLS



INTERESTS

- 🏠 Home Brewing 🦋 Wildlife Conservation
- 🏃 Running 🗣️ Public Speaking

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- 🌟 Successfully led a \$5M project to implement a new software solution, resulting in a 20% increase in operational efficiency.
- 🌟 Streamlined project reporting processes, reducing project status update time by 30% and improving stakeholder communication.