

ETHAN MARTINEZ

PMO Analyst



PROFESSIONAL SUMMARY

Detail-oriented PMO Analyst with 5 years of experience in financial tracking, project management support, and data analysis. Proven ability to enhance project performance and ensure alignment with budgetary goals.



WORK EXPERIENCE

PMO Analyst

m Dec / 2020-Ongoing

Toronto, ON

Maple Leaf Consulting

- 1. Led the Project Management Office for a \$100M IT-Public Sector account, overseeing 370+ FTEs to ensure project alignment with strategic goals.
- 2. Managed the successful offshore transition of PMO functions, enhancing operational efficiency during complex transformation programs.
- 3. Developed and implemented Excel-based benchmarking analytics tools, improving management control across multiple regions.
- 4. Mentored junior project managers on best practices in documentation and process adherence, fostering a culture of continuous improvement.
- 5. Created automated workflow tools using Lotus Notes to streamline timesheet submissions and resource management, enhancing reporting accuracy.
- 6. Recognized with multiple performance awards for outstanding contributions to project success and team collaboration.
- 7. Facilitated deliverable reviews and approvals, ensuring timely project completion and stakeholder satisfaction.

PMO Analyst

m Dec / 2019-Dec / 2020

Lakeside Apparel Co

- Thicago, IL
- 1. Delivered accurate monthly forecasts and invoicing for the Global Marketing Organization, ensuring financial metrics were met.
- 2. Managed invoice data preparation for end-of-month submissions, overseeing 100+ staffing resources for accurate hour reporting.
- 3. Provided support in accrual reporting and invoicing for the Licensing and Pricing Operations team, maintaining up-to-date financial records.



EDUCATION

Bachelor of Science in Business Administration

Dec / 2018

Dec / 2019

University of California, Berkeley

♣ Phoenix, AZ

Focused on project management and business analytics, gaining foundational skills in financial analysis and strategic planning.

- (123) 456 7899
- Los Angeles
- www.qwikresume.com

SKILLS

Project Scheduling

Process Mapping

Data Analysis Tools

Requirements Gathering

INTERESTS

Knitting

Scuba Diving

E-sports

Reading Fiction

STRENGTHS

Self-awareness

Self-discipline

Sensitivity

LANGUAGES



English

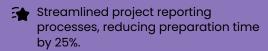
80%

French

80%

Indonesian 80%

ACHIEVEMENTS



Facilitated a cross-departmental initiative that enhanced project delivery timelines by 15%.