



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

Maple Leaf Consulting

Dec / 2020–Ongoing

Toronto, ON

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

Lakeside Apparel Co

Dec / 2019–Dec / 2020

Chicago, 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

University of California, Berkeley

Dec / 2018 – Dec / 2019

Phoenix, AZ

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

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SKILLS

Project Scheduling



Process Mapping



Data Analysis Tools



Requirements Gathering



INTERESTS

Knitting

Scuba Diving

E-sports

Reading Fiction

STRENGTHS

Respectfulness

Self-awareness

Self-discipline

Sensitivity

LANGUAGES



English
80%



French
80%



Indonesian
80%

ACHIEVEMENTS

Streamlined project reporting processes, reducing preparation time by 25%.

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