

AMELIA MOORE

Principal Program Manager

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PROFESSIONAL SUMMARY

Dynamic Principal Program Manager with a decade of experience leading complex projects across various sectors. Expert in cross-functional collaboration, strategic planning, and delivering innovative solutions that drive organizational success. Adept at managing diverse teams and optimizing processes to enhance productivity and achieve business goals.

WORK EXPERIENCE

Principal Program Manager

Pineapple Enterprises

📅 Feb / 2018-Ongoing

📍 Santa Monica, CA

- 1. Defined and executed the data and analytics strategy, significantly improving patient care outcomes.
- 2. Managed relationships with key vendors including IBM and Oracle, ensuring alignment with organizational goals.
- 3. Implemented strategic initiatives to enhance employee engagement, utilizing feedback mechanisms.
- 4. Integrated project schedules, costs, and scope, leading cross-functional teams to meet project objectives.
- 5. Utilized Earned Value Management (EVM) to maintain product configuration baselines effectively.
- 6. Established a balanced scorecard system to ensure compliance with industry standards including SOX and HIPAA.
- 7. Developed Centers of Excellence in IT Security and Risk Management, enhancing governance and compliance.

Principal Program Manager

Crescent Moon Design

📅 Feb / 2015-Feb / 2018

📍 Portland, OR

- 1. Directed the strategic integration of a new learning platform, delivering results on time and under budget.
- 2. Oversaw complex system integrations involving multiple third-party and internal systems.
- 3. Led the migration of over 20,000 users to a new platform, enhancing user experience across three business lines.
- 4. Managed integrations for HR systems, improving operational efficiency and compliance.
- 5. Coordinated HR PMO activities, ensuring alignment with organizational objectives.
- 6. Collaborated with various stakeholders to streamline HR processes and improve data functionalities.

EDUCATION

Master of Business Administration

University of California, Berkeley

📅 Feb / 2012-Feb / 2015

📍 Santa Monica, CA

Focused on Strategic Management and Operations.

SKILLS



ACHIEVEMENTS

- 🌟 Led a multi-million dollar program that improved operational efficiency by 30%.
- 🌟 Successfully managed a cross-functional team to deliver a critical software project three months ahead of schedule.
- 🌟 Implemented a new project management framework resulting in a 25% reduction in project delivery times.