



# HENRY WALKER

Associate Program Manager

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

## SKILLS

Scheduling



Compliance Management



Conflict Resolution



Business Analysis



Market Research



Emotional Intelligence



## INTERESTS

📖 Birdwatching 🧳 Traveling

🏋️ Sports Coaching 🧶 Knitting

## STRENGTHS

🔧 Pragmatism

🍃 Sensitivity

💖 Sincerity

⚓ Stability

## LANGUAGES



English



Spanish



Dutch

## ACHIEVEMENTS

★ Streamlined project delivery processes, reducing completion time by 15%.

★ Facilitated stakeholder workshops that improved project alignment with business objectives.

## PROFESSIONAL SUMMARY

Strategic Associate Program Manager with 7 years of experience in overseeing project lifecycles and enhancing operational processes. Demonstrated ability to coordinate cross-functional teams, manage budgets, and engage stakeholders effectively. Committed to driving program success through innovative solutions and collaborative practices that align with organizational goals.

## WORK EXPERIENCE

### Associate Program Manager

📅 Apr / 2021-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Oversaw a team of three SMEs in the application services division, driving project completion and quality assurance.
2. Ensured adherence to project management standards, optimizing team output and quality results.
3. Led cross-functional teams to deliver projects on time and within budget, enhancing operational efficiency.
4. Supported CIO initiatives by implementing secure configuration baselines across enterprise products and services.
5. Conducted requirements analysis and process engineering for high-impact applications.
6. Managed technical documentation, ensuring compliance with OCC policies and standards.
7. Trained project managers and team members on SDLC processes and compliance, enhancing team capabilities.

### Regional Activities Program Manager

📅 Apr / 2018-Apr / 2021

Crescent Moon Design

📍 Portland, OR

1. Developed a high-performing team, providing mentorship and guidance to enhance employee engagement.
2. Addressed employee inquiries regarding health and welfare benefits, improving satisfaction and clarity.
3. Monitored industry best practices to enhance the overall benefits strategy.
4. Analyzed escalated issues to identify trends and recommended process improvements.
5. Collaborated with the health and welfare team to ensure consistent communication on benefits matters.
6. Facilitated workshops to align team goals with organizational objectives, boosting team performance.

## EDUCATION

### Master of Business Administration

📅 Apr / 2015-Apr / 2018

University of Texas

📍 Santa Monica, CA

Focused on project management and strategic planning.