

# HARPER LEWIS

## Programme Manager

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## PROFESSIONAL SUMMARY

Accomplished Programme Manager with 5 years of experience delivering complex projects on time and within budget. Skilled in stakeholder engagement, strategic planning, and resource management. Proven ability to enhance operational efficiency and drive program success through effective collaboration and innovative solutions. Committed to leveraging expertise to achieve organizational goals.

## WORK EXPERIENCE

### Programme Manager

📅 May / 2022-Ongoing

#### Blue Sky Innovations

📍 Chicago, IL

1. Designed and implemented service processes with continuous feedback loops, improving customer satisfaction by 20%.
2. Managed multiple Stage D Production Change Projects, achieving targets for time, quality, and savings.
3. Established and led cross-functional teams, enhancing collaboration and project delivery.
4. Defined comprehensive project plans, aligning with internal and external customer requirements.
5. Supported Quality and Account Teams to meet business objectives during product launches.
6. Tracked product costs for design changes, ensuring adherence to budget targets.
7. Led Stage D activities, including risk management and action lists, to ensure project milestones were achieved.

### Programme Manager

📅 May / 2020-May / 2022

#### Silver Lake Enterprises

📍 Seattle, WA

1. Collaborated with the APMO to establish and manage the HP PMO for Nextel Mexico.
2. Fostered strong relationships with key stakeholders, including the NDM CIO and 3G PM for Nii.
3. Oversaw the selection and onboarding of the PMO team, ensuring alignment with project goals.
4. Developed training programs and set performance goals for all PMO team members.
5. Implemented best practices and training to improve project management efficiency.

## EDUCATION

### Master of Business Administration

📅 May / 2018-May / 2020

#### University of California, Berkeley

📍 Seattle, WA

Focused on project management and strategic leadership.

## SKILLS

#### Team Leadership

#### Stakeholder Engagement

#### Budget Forecasting

#### Scheduling Skills



## ACHIEVEMENTS

- 🌟 Successfully led a project that improved operational efficiency by 30%, resulting in significant cost savings.
- 🌟 Developed a stakeholder engagement strategy that increased project buy-in by 40%, enhancing collaboration.