



# MIA TAYLOR

## Senior Program Manager

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

### 💡 SKILLS



### 🎯 INTERESTS

- 🏠 Community Service
- 🤝 Volunteering
- 🔭 Star Gazing
- 🚣 Fishing

### 👊 STRENGTHS

- ✅ Accountability
- 😊 Politeness
- 📅 Planning
- 🏔️ Perseverance

### 🗣️ LANGUAGES



### 🌟 ACHIEVEMENTS

- ★ Successfully managed a \$28M budget, ensuring all projects remained on schedule and within financial constraints.
- ★ Led a cross-functional team to achieve a 20% reduction in project delivery time through process optimization.

### 👤 PROFESSIONAL SUMMARY

Results-focused Senior Program Manager with 5 years of experience in managing multifaceted programs and leading cross-functional teams to success. Skilled in strategic planning, risk management, and stakeholder engagement, consistently delivering projects that meet organizational objectives. Eager to apply innovative solutions and enhance operational efficiency in challenging program environments.

### 💻 WORK EXPERIENCE

#### Senior Program Manager/Program Assistant

📅 Jan / 2022 - Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

- Engaged with external vendors and partners to support program objectives.
- Facilitated change management processes to ensure smooth transitions.
- Review Basis of Estimates and evaluate proposals.
- Field and sustain software and hardware solutions.
- Led post-project evaluations to capture lessons learned and improve future efforts.
- Utilized project management software to track progress and resources.
- Oversee Configuration Audits on training devices and support equipment.

#### Senior Program Manager

📅 Jan / 2020 - Jan / 2022

Silver Lake Enterprises

📍 Seattle, WA

- Managed VA Learning University's flagship senior leadership development program with a \$28M budget.
- Led teams of project managers, senior leaders, and contractors to ensure successful program delivery.
- Oversaw procurement of contractor services for leadership training, including developing training requirements and solicitation artifacts.
- Applied Earned Value Management (EVM) techniques to monitor project performance and mitigate risks.
- Directed strategic planning and annual budget formulation for the leadership training portfolio.

### 🎓 EDUCATION

#### Master of Business Administration

📅 Jan / 2018 - Jan / 2020

University of Michigan

📍 Santa Monica, CA

Focused on management strategies and program development.