

Verlin E. Jeffries, MSSL, PMP

Project Management Strategist and Consultant

VelociteeProjects.com | 555 Center Street, City, State

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*IMPROVING YOUR PROJECT MANAGEMENT PROCESS***Consulting Services**

Environment Assessment
Business Problem Solving
Information Technology
Leadership Consulting
Program Management
Account Management
Project Management
Strategic Planning
Roadmap Creation

Coaching and Training

Project Manager Coaching
Manager Mentoring
PM Development
Training

Credentials

More than 25 years of project management success culminating in role as Senior Program Manager. Pioneered and drove innovative, strategic programs and projects with global partners and key customers of Great Plains Software and Microsoft Business Solutions IT.

Availability

Unique regional service backed by 100% money-back satisfaction guarantee. Monthly retainer allows flexibility based on value of delivery to customer.

**Mission**

Great project management starts with great values. Trustworthy and consistent service is the only way to create satisfied customers, improve the community, and change the world.

Immediate Value to Organization

Accurate Perception of Customer Needs

- Insightful evaluation of current status through interviews, surveys, observation, and review of processes and procedures.
- Adept facilitation of issue identification, resolution negotiation, and mitigation planning. Punctual in meeting deadlines and known to go the "extra mile."
- Expertise and versatility in understanding customer requirements and the ROI analysis that lead to effective solutions which exceed expectations.
- Successful analysis of trends in customer and program needs in daily operations.

Use of Strategic Methodology

- Proficient and proactive recognition and launch of steps to obtain strategic objectives.
- Thorough development of strategies and follow-through to ensure successful implementation throughout the end-to-end project life cycle.

Presentation of Real World Solutions

- Creative approaches to obstacles with sound and financially feasible solutions.
- Innovative products and programs that increase business awareness, cost efficiencies, and company profitability.
- Experienced coach and mentor who speaks the language to accelerate practical competencies of project management. Mentors managers to become mentors.

Program Management

FINANCIAL INSTITUTION, City, State

Year – Present

- **Technology Leadership:** Currently lead multiple complex and multi-faceted informational technology projects which add value to the internal operations of the organization.
- **Senior-level Collaboration:** Align project goals and objectives to the strategic vision and plans as outlined for 2012, focusing on those projects which improve the infrastructure.
- **Successful Implementation:** Managed the implementation of Citrix desktop roll-out, Exchange deployment, disaster recovery procedures, and co-location selection / site deployment.

INSURANCE PROVIDER, City, State

Year

- **Strategic Planning:** Developed and led the enterprise Program Management Office (PMO) to support the future enterprise strategy of the organization.
- **Leadership Consulting:** Played key role in guiding company PMO leadership in planning strategies and development plans necessary to build a world-class PMO.
- **Program Planning:** Created programs related to the PMO structure, staffing, training, reporting, metric management, software development lifecycle (SDLC) methodologies, policies, processes and implementation procedures.
- **Staffing:** Directed hiring, mentoring, and coaching of PMO and project managers.
- **Communication Planning:** Developed communication and collaboration mechanisms by serving as liaison with other corporate associations.

Project Management

CLAIMS PROCESSOR, City, State

Year – Year

- **Project Lifecycle Development:** Developed and led full implementation, documentation, and training of PMO members on SDLC methodologies, policies, and processes.

GLOBAL TECHNOLOGY GIANT, City, State

Year – Year

- **Project Management:** Directed and managed strategic and complex technical projects satisfying business objectives and program deliveries in support of the Business Solutions Division, including a three-year implementation.
- **Release Management:** Drove the release management for a 120-person, fast-paced, high-pressure IT organization.
- **Program Inception:** Pioneered and established Global Release Management program that created proven consistency, stability and efficiencies which were modeled across company. Contributed to establishing PMO.
- **Global Deployment:** Served as Corporate Business Solutions (City) representative to 35-member global team that deployed Solutions Framework and Operations Framework to all IT groups in company.
- **Software Implementation:** Managed accounts and implementation of software projects exceeding \$25M.

NATIONAL SOFTWARE COMPANY, City, State

Year – Year

- **Implementation Consulting:** Selected to lead the inception of the implementation and project management methodology consultant program.
- **Tool Development:** Created groundbreaking Implementation Manager that increased consistency in delivery and methodology for organization and partners; later became Global Technology Giant solution.

- **Technical Project Management:** Managed and supervised the team that developed technical software projects for financial management applications.
- **Pioneering Project Management:** Chosen as one of six to provide company's first formal project management in development of first versions of software.
- **Foundational Product Management:** Selected as one of first six product managers of all facets of the design and implementation of products.

Teaching, Training, and Mentoring

PRIVATE UNIVERSITY, City, State

Year – Present

Graduate-level Teaching: Develop and deliver individual project management and leadership courses. Provide input into the project management master's degree curriculum.

COACH, City, State

Year – Present

Coaching: Work with young adult professionals to evaluate and strengthen individual career plans which enhance the current path or develop new paths and transition plans.

Education and Certification

Master of Science in Strategic Leadership, Private University, City, State, Year

Bachelor of Science in Business Administration, State University, City, State, Year

Project Management Professional Certification. Year-Year

Affiliations

TEDxCity Co-organizer, Year

Project Management Institute, Member

City Outreach PMI Chapter, Speaker

City Leadership Alumni, City Chamber of Commerce

All City Youth Hockey Association, Past Board Member/Committee Chairperson

City Hockey Organization, USA Hockey Certified Coach – Level 3

Publications

Author, *Stealth Leadership*, Year

Co-Author, *Inviting Dialogue*, Year

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*IMPROVING YOUR PROJECT MANAGEMENT PROCESS***Satisfied Customers**

Please call any of the following references who have given their permission to be contacted regarding the quality and delivery of services by Verlin Jeffries at Velocitee.

"Verlin guided us through establishing our Project Management Office and supporting infrastructure. He fit into the role easily and worked well with all levels of our company throughout the development and training phases. Finding his local, world-class talent was such a pleasant surprise."

Judy Fleming, Vice President, Operations, Insurance Provider, City, ST, 555.555.5555

"Verlin is one of those rare individuals who thinks technically and globally at the same time. I have shared the training stage with him, and he is a pleasure to work with. His sense of humor, warmth, and sincerity win his audience, whether they are students, technical staff, or senior management. Don't let him get away."

Bonnie Jonessen, Owner, Consulting Firm, City, ST, 555.555.5555

"Verlin worked with me during my last semester of college to define my career goals in information technology. I have an interview scheduled for a systems administration position with a large technology firm in City, ST."

Tom Demarais, Coaching Client, City, ST, 555.555.5555

"I've had the distinct pleasure working with Verlin. He has the unique blend of expert knowledge, attention to detail, and inspirational leadership which not only leads to execution, but also transformation of others around him. I truly have learned much as a project manager, leader, and person in general and would embrace the opportunity to work with Jeff anytime."

Bill Donal, PMP, Sr. Program Manager, Global Technology Giant, City, ST, 555.555.5555

"I considered Verlin one of the premier project managers in our consulting organization at Global Technology Giant. Verlin used a no-nonsense, 'high relationship / low rules' style in managing his projects. That style seemed to fit well not only with our customers but also with the other team members involved in our implementation engagements."

Stan Carlson, Consultant, Global Technology Giant, City, ST, 555.555.5555