***Julia Aguirre***

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***Professional individual with strong analytical skills that sets high standards in performance for self and others; assumes responsibility and accountability for successfully completing projects or tasks; self-imposes standards of excellence rather than having standards imposed.***

**Project Management Skills**

Bi-lingual, leader, team builder, excellent communicator, extremely organized, competent and consistent planner, problem solver, negotiator, and budget manager, with over 8 years of combined Project Management experience in Medical, Retail, Accounts Payable/Accounts Receivable and Tax Preparation.

**Education**

ITT Technical Institute, *Bachelor’s Degree in Project Management*; 3.8 GPA (Highest Honors)

Central New Mexico Community College, *Associate of Arts Degree* 3.5 GPA

**Work History**

**FIS Global: Project Manager 1, Implementations: September 19,2022 to Present; Carrollton, TX**

* Implementation of cloud based payment solutions
* Commercial on boarding
* Commercial Deposits
* Run ban operations
* Create platforms for banking
* Streamline B2B
* Firewall IP set up
* Bank server set up
* Manage Scope
* Working with product development, sales, client relationship teams, technology solutions, service delivery and other cross-functional teams.
* Extensive knowledge of project management standards, processes, procedures and guidelines as well as various IT project methodologies and life cycles.
* Managing project risk and assisting with problem resolution.
* Serving as liaison between technical and non-technical teams.

**Ditronics Financial Services: Nov 2021 to Dec 2021; Las Vegas, NV**

* Implementation and installation of Ditronics equipment
* Manager projects form inception until closes

**Verizon: Proj Mgt/Impl: November 2019 to to November 2021; Las Vegas, NV**

**Contract Assigment-Apex Systems: Project Manager Verizon February 2018 to November 2019**

* Kick off and manage meetings from the inception of NTP until COP for the implementation of CORE

Network Transformation in assigned market

* Act as primary point of contact for all client communication on assigned projects
* Oversee resource allocation and scheduling for all assigned projects
* Build project schedules in consultation with all internal and external stakeholders
* Ensure all materials are available and expedite orders as needed
* Review project deliverable, such as compliance and permitting required for construction work
* Create timelines with all milestones associated with project
* Forecast and Prepare metrics reports
* Escalate issues internally and externally to meet deliverable
* Work collaboratively with other project managers to create and maintain high-level summaries of
* projects and resources for senior management
* Monitor and change or update processes throughout the project life cycle
* Develop plan of actions to meet deliverables, utilizing project tracking tools Venue, Tableau, Google#sheets, Confluence, Cofee and other systems to accurately document milestone completion and project
* issues
* Manage and change management with vendors as needed
* Maintain clear and concise effective communication with internal and external teams and management
* to ensure early identification of issues and jeopardy
* Provide verbal, written and side by side training on communications regarding project status and risks
* Work with Unified Transport teams when CORE is built to move to next phase
* Assist engineers and team members with M&P direction and changes.

**American Income- AIL- self employed under the umberlla of AIL selling Life Insurance Policies October**

**2018 to February 2019**

**Contract Assignment -TEK Systems: Project Manager for Sprint: September 2017 to January 2018 Las**

**Vegas, NV**

* Hire and work with vendors for Site Acquisition
* PO processing, adjusting and tracking for four markets, material request processing for vendors
* Assist other markets to gain site access, assist with integration and reporting
* Track and update project milestones in Sprint Vision
* Train vendors to use required applications

**Monument Construction: Part Time Project Administrator July 2017-October 2017 Las Vegas, NV**

* Assist upper-level management and subcontractors with monthly pay applications, monthly application
* submittals, project schedules, prime contracts, sub contracts, change orders, and payroll
* Provide Customer Service for internal and external clients
* Prepare RFI
* Assist superintendents with material ordering
* Attend and track project manager meeting notes
* Assist with account payable and receivable

**Contract Assignment-Glotel: Project Coordinator for T-Mobile: August 2016-March 2017 Alb., NM**

* Support Site Acquisition PM by maintaining document control and tracking project activities within
* project timelines for L700, L1900, L2100 and Sector Adds
* Work with project engineers, PMs, technicians and customers to understand and assist with tracking all
* work, task and project assignments
* Monitor and modify project schedules/timelines as assigned.
* Assist project team and team lead in strategic meetings, and follow up with meeting notes and action
* items
* Develop and publish communications to project stakeholders.
* Build, track and complete NTP packages.
* Work with Material Manager to ensure BOM’s are accurate and on time
* Compile Scope of Work on each site to ensure scope is accurate
* Create Work Order and Purchase Orders as needed

**TW Telecom Acquired by Level 3 Communications, Project Coordinator July 2013- August 2016 Alb.,**

**NM**

* Define project parameters to internal staff, external clients and stock holders
* Provide coordination and communication between customers, vendors, sales, Field Operations,
* Operations, and internal departments to ensure high levels of customer satisfaction with service delivery
* Proactively monitor service order from initiation, to “turn up” all the way through billing
* Create and update existing reports and systems to track progression of orders from inception until post installation
* Maintain documentation management and verification of accurate billing
* Solve service delivery impacting problems
* Ensure all jeopardy issues resolved
* Ensure risk is minimal or none for order implementation
* Diagnose, resolve and maintain ownership of orders