

JENNIFER BOYEA

3536 Claiborne Circle – Montgomery, AL 36116
Home 334-593-2777 - Mobile 720-394-6046 - jenboyea@charter.net

SUMMARY

Seeking to continue career advancement in Data Analysis and Project Management field. Strong leader, team player and facilitator with excellent communication skills. I have more than 5 years of Project Management experience and over 2 years of Data Analyst experience. Using strong interpersonal skills, I am capable of successfully managing and understanding various projects with team members of varying backgrounds. I work well in both a team environment and independent efforts. I catch on quickly and retain new technology, applications and incorporate them quickly to enhance the success of business processes.

WORK HISTORY

12/2004 – Present **Irving Burton Associates (IBA)**

(11/06 – 12/08) **US Dept. of Transportation, Central Federal Lands Highway Division (CFLHD)**
Systems Analyst (Contractor)

Responsibilities included Asset Management, IT Project Management, Finance and Budget. As Maximo Senior Analyst and Project Manager, worked with Western and Central Federal Lands offices developing their instances of Maximo; tasks included application and process development as well as training new users. As Maximo SME supporting deployment of application for two division offices across Western United States, I provided analysis and technical support for tracking of accountable property according to Federal regulations, policies and procedures. In addition to Asset Management responsibilities, I assisted with budget tracking and reconciliation activities, including extracting and reviewing budgetary data from financial systems. I was responsible for updating user manuals and for participation as representative of CFLHD in workgroups for agency initiatives related to Asset Management, Maximo and Fixed Assets. I developed reports using Crystal Reports, Business Objects Universe Designer and Web Intelligence. Other responsibilities included Project Management for multiple IT initiatives which included working with IT Team Members and stakeholders. Developed project management documentation such as Charters, Project Management Plans and Communication Plans. Followed Project Management Institutes methodologies in project initiation, planning, execution, monitoring/controlling and closure. I developed several relationships within program areas to reach process improvement goals and enhanced operational cooperation within the agency.

(12/04-11/06) **Denver/West Operations Support**

Was liaison between corporate office in Falls Church, VA (corporate management, human resources) and local employees, contractors, clients and vendors. Performed wide variety of support tasks to include: travel arrangements, time and attendance coordination, file maintenance and purchase of office supplies/equipment. Completed new employee in-processing, to include fingerprint collection, review clearance forms in accordance with DOD & DHS requirements and provide orientation to company policies/benefits. Maintained employee salary/new hire/departure Microsoft Access database and personnel files (resumes, offer letters, annual evaluations, etc.), supported recruitment of employees/contractors and arranged all corporate sponsored employee morale activities.

8/2001-5/2004 **IdeaIntegration, TEK Systems then RCG Info Technology at MBNA**
Project Manager (Contractor)

Telecommunications Project Management for MBNA – Technology Sector in Dallas, TX

- Project Manager for the Data Network Upgrade Project Phases I, II & III
\$30MM Capital Project that replaced entire core network with Cisco routers & switches, implemented VLANs in the core switches, implemented OSPF routing protocol, installed a redundant public and private ATM network, replaced SRB mainframe network with DLSw. Facilitated numerous weekly meetings via video teleconference with team members located at various sites. Supported change control using Peregrine Service Center and accomplished document sharing with Livelink.
- Project Analyst for Enterasys Hub Replacement Project

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\$40MM approved Capital for project to replace entire Local Area Network infrastructure for more than 15 sites throughout US with multiple business units. Developed scope of project and business justification, collected detailed site surveys.

6/2001- 2/2002 **Spartan Management Group**

Leasing Agent and Property Management

5/1998 - 5/2001 **Southwest Fixture & Display Co. – Purchasing Manager**

Purchasing and inventory control, negotiated prices with both current and potential suppliers, maintained professional rapport with vendors/alternate vendors, mediating supplier/distributor issues, forecasted stock inventory levels, tracked market prices to aid in price negotiations and purchase timing. Assigned cycle counts to warehouse staff and organized their annual physical inventories. Fulfilled orders/projects for custom item sales. Maintained thorough source/prospective source file system. Monitored and communicated price and supply risks with Sales Team. Conducted marketing surveys, project management, designed custom products, maintained customer contact files.

8/1996 - 5/1998 **Loralie Originals - Purchasing Manager**

Managed department of 2-4 warehouse/supply employees, served as purchasing expert for Design Group and Production. Maintained professional rapport with vendors/alternate vendors, mediated supplier issues, controlled inventory of raw goods, maintained thorough source/prospective source file system. I performed purchasing duties for all facets: office supplies, shipping and production supplies, equipment, raw goods, various services for building maintenance.

EDUCATION/TRAINING

Certificate in Project Management, Colorado Christian University - Lakewood, CO (October 2008)

Currently pursuing a BS in Organizational Management in Project Management

1987-1989 - College of the Redwoods- Eureka, CA

Business Courses & General Education

Dental Assistant Program

Maximo: Immersion Training in IBM Maximo 6 for Enterprise Asset Management

Business Objects Web Intelligence Report Design

Business Objects Universe Design 3.0

CLEARANCE STATUS

Positive adjudication for Secret Clearance – January 2008

AFFILIATIONS

Project Management Institute member – Montgomery, AL Chapter

~ Excellent references available upon request ~