Lennon Sandstorm
Assistant PMO Manager at Hall, Kuhlman and Fay, Kuhlman and Fay
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Lennon Sandstorm

Professional Summary

2+ Years

Assistant PMO Manager at Hall, Kuhlman and Fay, Kuhlman and Fay

Professional Capability

Assistant PMO Manager at Hall, Kuhlman and Fay, Kuhlman and Fay
2021 - Present

- Assisted in the development and implementation of project management methodologies, tools, and templates, resulting in a 20% increase in project success rates.
- Provided support to project managers in the planning, execution, and monitoring of projects, ensuring adherence to scope, schedule, and budget.
- Conducted regular project reviews and audits to identify areas for improvement and implemented corrective actions to mitigate risks.
- Developed and delivered training programs for project team members, enhancing their skills and knowledge in project management best practices.
- Collaborated with stakeholders to gather requirements and prepare project documentation, including business cases, project charters, and status reports.
- Facilitated communication between project teams and senior management, ensuring timely and accurate reporting of project progress.
- Managed the PMO's resource allocation process, optimizing the utilization of project team members and minimizing conflicts.

Project Coordinator at Hall, Kuhlman and Fay, Kuhlman and Fay
2019 - 2021

- Coordinated project activities, including scheduling meetings, preparing agendas, and taking minutes, to support project managers in delivering projects on time and within budget.
- Assisted in the development of project plans, including work breakdown structures, resource allocation, and risk management plans.
- Monitored project progress and prepared regular status reports for project managers and stakeholders.
- Supported the implementation of project management tools and templates, ensuring consistent use across projects.
- Facilitated communication between project teams and stakeholders, resolving issues and conflicts as they arose.
- Conducted post-project reviews to identify lessons learned and best practices for future projects.
- Maintained project documentation, including project charters, business cases, and project closure reports.

Junior Project Manager at Hall, Kuhlman and Fay, Kuhlman and Fay
2017 - 2019

- Managed small-scale projects from initiation to closure, ensuring adherence to scope, schedule, and budget.
- Developed project plans, including work breakdown structures, resource allocation, and risk management plans.
- Monitored project progress and prepared regular status reports for project managers and stakeholders.
- Facilitated communication between project teams and stakeholders, resolving issues and conflicts as they arose.
- Conducted post-project reviews to identify lessons learned and best practices for future projects.
- Maintained project documentation, including project charters, business cases, and project closure reports.
- Supported the implementation of project management tools and templates, ensuring consistent use across projects.

Project Assistant at Hall, Kuhlman and Fay, Kuhlman and Fay
2015 - 2017

- Assisted project managers in the planning, execution, and monitoring of projects, ensuring adherence to scope, schedule, and budget.
- Coordinated project activities, including scheduling meetings, preparing agendas, and taking minutes, to support project managers in delivering projects on time and within budget.
- Monitored project progress and prepared regular status reports for project managers and stakeholders.
- Facilitated communication between project teams and stakeholders, resolving issues and conflicts as they arose.
- Conducted post-project reviews to identify lessons learned and best practices for future projects.
- Maintained project documentation, including project charters, business cases, and project closure reports.
- Supported the implementation of project management tools and templates, ensuring consistent use across projects.

Certified Scrum Master (CSM)
Scrum Alliance
2018

Project Management Professional (PMP)
Project Management Institute
2016

Bachelor of Science in Project Management
University of Project Management
2013 - 2015

- Graduated with honors, maintaining a GPA of 3.8.
- Completed coursework in project management, including project planning, execution, and monitoring.
- Participated in a capstone project, developing a project management plan for a real-world organization.
- Received the Outstanding Project Management Student award in 2015.

Technical Proficiencies

Project Management Methodologies
Agile, Scrum, Kanban, Waterfall, Lean, Six Sigma, PRINCE2, PMP, Critical Path Method (CPM), Earned Value Management (EVM)

Project Management Software
Microsoft Project, Primavera P6, Asana, Trello, Jira, Basecamp, Monday.com, Smartsheet, Wrike, Zoho Projects, ProjectManager.com, Teamwork, Clarizen, Workfront, Planview, Oracle Primavera Cloud, Microsoft Project Online, Microsoft Project for the Web, Microsoft Project Server