C SUMMARY

- Over 12 years of project experience in roles with increasing responsibility including Project Manager, Special Projects Consultant, and Senior Management Consultant
- Certified as a Project
 Management Professional
 (PMP), Certified Agile Project
 Management Professional
 (Cert.APM) & Certified
 Associate in Project
 Management (CAPM).
- Results-oriented individual with an ability to work in a fast-paced environment, prioritizing and managing multiple projects and responsibilities with high change and high complexity.
- Excellent written and oral communication skills with an ability to collaborate and influence others at all levels.

STRENGTHS

- Distribution
- Industrial marketing
- Supply chain management
- Strategic and Business planning and performance management (BSC), PBO
- Project and program management, PMO implementation and management

WORK EXPERIENCE

Jun 2020 - Present

Management Consultant

McKinsey & Co.

- Responsible for the planning, direction, and coordination of activity required to effectively manage multiple projects.
- Analyze and improve upon project proposals, ensuring management expectations are met and successful outcomes are achieved.
- ensure goals, time-frames, funding limitations, staffing requirements and allocation of resources are addressed before project execution.
- Oversee direction and coordination of project personnel.
- Spearhead establishment of standards and procedures required for reporting and documentation.
- Monitor quality assurance.
- · Review status reports and modify schedules and plans as required.

Feb 2085 - Mar 2020

Management Consultant

Cornerstone Research

- Executed a 6-Module Leadership Development Program including strategic capacity, self-awareness, organization intelligence, team intelligence, and development.
- Designed, conducted, and analyzed an Engagement Survey with Real Estate Market Leaders to benchmark the level of organizational engagement for a period of 10 months.
- Implemented OD initiatives and transferred relevant knowledge and skills to key client stakeholders in Real Estate Market Leaders.
- Identified OD needs after thorough in-depth interviews and focus groups and created cross-functional teams to facilitate and improve internal communication.
- Productized several of the organization's offerings as marketing materials for prospective clients.

Apr 2012 - Jan 2015

Project Management Consultant

Bain & Co.

Managed a portfolio and owned products related to the portfolio.

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KJ Lindholm-Leary

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across the United States show the blueprint in action Even those who already have a job center in their library will learn about forming resourceful partnerships gain new ideas for funding sources and discover innovative services they can provide Design Education Today Dirk Schaefer, Graham Coates, Claudia Eckert, 2019-05-16 This book provides extensive information on the key technical design disciplines education programs international best practices and modes of delivery that are aimed at preparing a trans disciplinary design workforce for the future It also presents a comprehensive overview of the scope of and state of the art in design education. The book highlights signature design education programs from around the globe and across all levels in both traditional and distance learning settings Additionally it discusses professional societies for designers and design educators as well as the current standards for professional registration and program accreditation Reflecting recent advances and emerging trends it offers a valuable handbook for design practitioners and managers curriculum designers and program leaders alike It will also be of interest to students and academics looking to develop a career related to the more technical aspects of design **Administrative Assistant's and Secretary's Handbook** James Stroman, Kevin Wilson, Jennifer Wauson, 2011-09-24 The expectations and duties of the modern day administrative assistant are higher and more stressful than ever before The Administrative Assistant s and Secretary s Handbook will help professionals everywhere come out on top From managing the phones coordinating meetings and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile They spend all day helping others but who is going to help them For office professionals seeking to improve their performance and enhance their value to employers this handbook is the definitive source of help for these true jack of all trades In The Administrative Assistant's and Secretary's Handbook you will find information on topics such as Creating graphics charts and presentations Microsoft Word Excel Outlook and Publisher Web conferencing Electronic and paper filing systems Recordkeeping Meeting planning and management Business math and much more Extensively updated with new information on Windows 8 Microsoft Office 2013 Apple OS mobile computing computer software troubleshooting data security Google Calendar Google Drive Google Docs and Microsoft Web Applications this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers **Medical Summary** ,1887 Computerworld, 1977-09-12 For more than 40 years Computerworld has been the

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