J. Kevin Minnelli, PMP

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Summary

Certified Project Manager Professional (PMP) with 15 plus years of overall IT management experience. Ability to manage multiple large-scale projects, large teams of direct reports or cross functional teams with maturity and professionalism. Successfully completed numerous IT projects including web portal implementations, modernizations and migration projects; the development and implementation of n-tiered enterprise wide application development projects; ecommerce sites, datacenter infrastructure projects and datacenter migrations. Other implementations have included ERP, CRM, SaaS applications, web hosting applications, network migrations, large scale commercial data warehouses and online advertising systems. Proven track record of hands-on management and getting into the weeds to understand complex projects from the bottom up. Prefers Agile life cycle but understands every project has its own unique needs and objectives.

Professional Experience

US Census Bureau – Suitland, Maryland
Nov 2008 – Present
Senior Project Manager

- Manage team of 14 technical resources spread across 5 distinct areas - Quality Assurance, Business Analysis, Configuration Management, Technical Writing and Training. Responsible for team performance, reviews, career guidance and skills development.
- Direct project team on creation of resource allocation planning, capacity planning, project scheduling, risk management and mitigation issues, action item resolution, performance requirements and productivity metrics tracking within a hybrid Agile and Waterfall environment.
- Created several team specific dashboards to provide a more accurate status to the Government COTR, team leads and project schedulers regarding project milestones. This dramatically improved overall status reporting and strategic planning of the project.
- Managed Business Analysts to create Use Cases in half the time. Combined principals of rapid and joint application development to consolidate requirements gathering through joint approval meetings.
- Instituted dashboard tracking system to keep Use Cases flowing from business analysis to development into testing. Implemented Mercury Quality Center to track software defects by feature to simplify the feedback cycle.
- Facilitate project teams meetings and work closely with Java/J2EE Developers and business intelligence report writers to follow consistent configuration management procedures. Recommended and implemented the use of Version Manager for document and code control.
- Oversee the analysis, design, implementation, testing and documentation of all end user applications and supporting project documents.

Revolution Health Group -- Washington, DC
Sep 2006 – Nov 2008
Senior Project Manager / Online Advertising Operations Manager

- Responsible for Advertising Operations team and matrixed staff, DART for Publishers (DFP) Administration, 3rd party relationships (Atlas), daily performance reporting, operations strategy, monitoring and fine tuning over 500 million impressions a month, 400 plus campaign line items and more than 60 unique campaigns to insure accurate and even delivery. Reporting into SVP of Network Advertising and Strategy Operations.
- Designed and managed advertising network infrastructure for 5 large health sites and led migration and development efforts onto Google's DoubleClick DFP Platform. Fully hands on with every aspect of design and integration with extremely detailed oversight. Sites include: revolutionhealth.com, carepages.com, drugstore.com, sparkpeople.com and babyfit.com.
- Led cross functional team of SEO, SEM, Sales Planning, Account Management, Web Content and Marketing. Chaired weekly Delivery Revenue Optimization meeting to improve overall system and portal advertising performance for successful client delivery.
- Managed advertising network into a highly scalable platform. Run rate campaign errors dropped from 60% to under 2% in the last year which dramatically increased Sales profitability and decreased Operations support effort. Campaign growth increased over 500% during the same period.
- Created several internal process workflows and highly detailed priority matrix to manage all paid campaigns, house inventory, remnant partners (Ad.com, ContextWeb, Tribal Fusion) and AdSense inventory to maximize and maintain revenue.

Project Manager / Product Manager

- Online Advertising Project and Product Manger responsible for all advertising system products, development efforts and played major hands-on role in the infrastructure creation, design and build out of the portal advertising system and integration into Google's DoubleClick DFP System.
- Deployed Oracle on Demand implementation – Project Manager for full lifecycle - initiation through implementation phase. Led team of developers and business analysts. Managed all sprints, followed Agile Scrum methodologies and owned project during support and enhancement phase.
- Project Manager on various other internal web portal projects, worked daily with Ruby on Rails development team leads and provided weekly project status reports; both verbal and written, to all levels of management and stakeholders.
- Facilitated project team to review project milestone status and risk mitigation plans for overall portal and advertising features. Status reviews and milestone progress were presented to executive management and the executive board team.
- Interfaced with senior management, defined client infrastructure requirements based on business and technical goals, reporting and tracking of project status, issue updates, risks and mitigation plans.

Merkle, Inc. -- Lanham, Maryland   Dec 2005 – Sep 2006
Project Manager / Program Manager

- Managed large scale commercial Data Warehouse (~1TB) for Walt Disney. Responsible for all project deliverables, technical client communications and team of 3 SQL developers, Business Object developer, Campaign Specialist, a Database Administrator and several matrixed data processing staff and internal IT resources.
- Provided overall project, resource planning/allocations and management for the Database Services system development and production projects using the Agile Scrum Development Process. Other methodologies are used depending on project size and scope.
- Ensured acceptable project management practices and the proper change control of key project deliverables, including requirements, functional and technical specifications, contracts, ERDs, source code and all procedure documentation.
- Instituted several enhancements including a SQL automation project that greatly increased the efficiency of data load times into the database which resulted in a 5 day reduction of monthly processing times saving thousands of dollars and many developer hours per month.
- Developed and maintained status project tracking reports. Details of processing were tracked down to the second in an attempt for continual process improvement. While client communication was tracked at a high level, detailing risks and project progression.

National Institutes of Health (NIH) -- Bethesda, Maryland   Feb 2003 – Dec 2005
Contractor: Management Systems Designers -- Vienna, Virginia
Project Manager – Independent Verification and Validation (IV&V)

- Responsible for Technical Independent Verification and Validation (IV&V) of the NIH Clinical Research Information System hospital migration and all future subsystem modules; including all technical aspects of the hardware, network infrastructure and software related components.
- Generated Verification and Validation reports for all technical project documents written by the system integrator for distribution to the National Institutes of Health (e.g. Technical Project Plan, Security Risk Assessment, Technical Architecture Plan, etc…)
- Reviewed external input documents to technical reports created for the National Institutes of Health including various IEEE standards, NIST Special Publications and general HIPAA requirements.
- Worked closely with both the integrator (Computer Sciences Corporation) and the software vendors (Eclipsys, SIS and CBORD) to understand approaching tasks and help point out risks and issues to alleviate future problems.
- Reviewed and contributed in design on cancer.gov datacenter network topology diagrams, server schematics and build sheets.

USinternetworking, Inc. -- Annapolis, Maryland   Aug 1999 – Feb 2003
Technical Project Manager / Implementation Manager / Delivery Manager

- Deployed and managed multiple complex SaaS infrastructure and software technical solutions in our East and West Coast Datacenters within a rapidly changing environment for clients implementing ERP, CRM and Web applications on multi-platform server configurations. (PeopleSoft, Siebel, Lawson, Ariba, Broadvision and Complex Application Web/Portal Hosting).
- Successfully planned and managed scope, schedule and budget on over 30 unique full life cycle commercial and government implementations representing more than $25M in annual contract value.
- Acted as liaison between Client management, technical representatives as well as managed multiple internal cross-functional and technical team activities required to build the Client solutions within our US Datacenters.
- Facilitated successful design, implementation and troubleshooting efforts with varying business and engineering disciplines including: Windows OS, UNIX, Security, Firewall, Database, Backups, EMC Storage, Monitoring, Application Engineering, Quality Assurance, Business Planning and Purchasing.
- Managed and troubleshot client network connectivity issues (Circuit, Router, Firewall and CPE Devices) to ensure full network application/database reliability through the frame relay and/or remote VPN connections.
- Responsible for developing high level deliverable schedule, estimates, detailed project plans and managing each team member to deliver the solution within a specified range of budgeted hours.
- Resolved conflicts in a diplomatic capacity between the product and implementation teams during product certification stalemates; manage all implementation and troubleshooting issues and project risks.
- Gathered and created final Client Operational Acceptance documentation and Signoffs; including network, OS and application troubleshooting guides; network diagrams; server, firewall, and database configuration sheets with start stop procedures, firewall and OS security scan authorizations.
- Assisted with ISO Certification; designed template infrastructure and delivery project plans.

General Electric Information Systems -- Rockville, Maryland | May 1997 – Aug 1999
Project Leader – Global Application Development | May 1998 – Aug 1999

- Led multi-generation project aimed at full global replacement of current workflow software system for over 200 users.
- Responsible for vendor selection, requirements gathering, process analysis, project planning, data modeling, system design, development monitoring, system documentation, testing, implementation, and adherence to CMMI and CMM Level 2 standards.
- Utilized the Q&IT Component Software Engineering Methodology, a corporate project methodology that combines New System Introduction, CMM and Six Sigma standards.
- Coordinated a spiral methodology approach to focus more on risks and involvement of user support at each prototype stage.

Project Leader – Global Application Support | May 1997 – May 1998

- Managed and supported the implementation and deployment of all front-end, system administrative functions, and software change requests for two global software systems, for a global community of over 200 users.
- Supervised staff of four consultants for the continuing support and development of all production, enhancement and administrative issues on two global software systems.
- Maximized user acceptance and software reliability by reengineering front-end, back-end, reporting and scripting processes to increase user and support productivity by reducing cycle times while moving toward a Six Sigma Quality standard.
- Implemented and deployed a Change and Administrative Request System to help manage and monitor enhancement, production and administrative requests for two global software systems.

Thomson Investment Software -- Rockville, Maryland | Sep 1994 – May 1997
Technology Analyst / Financial Analyst

- Managed new client technical implementations by monitoring schedules and assigning resources while provided technical product support by troubleshooting and managed product related issues.
- Designed and maintained database interfaces between client extracts and in-house software and developed user friendly applications to increase the overall effectiveness of the staff.
- Documented new procedures, enhancements and functional specifications and designed training materials and courses used for educating staff and clients. Trained new analysts, clients, and support staff in policies, procedures and technical aspects of our product set.
- Provided clients with financial portfolio evaluation services and technical support - Analyzed, collected, and processed investment performance data for comparative statistics and portfolio analytics.

Citicorp Investment Services -- Rockville, Maryland | April 1992 – Sep 1994
Merrill Lynch, Pierce, Fenner, & Smith -- Rockville, Maryland | July 1990 – April 1992
Registered Investment Advisor / Financial Consultant

- Built and managed over 250 client relationships worth more than $10 million by cold calling and calling bank customers.
- Designed portfolios for clients based upon client investment objectives and asset allocation models.
- Provided proactive and timely responses to changing market and economic conditions.

Education

Johns Hopkins University -- Baltimore, Maryland	May 1998
Master of Science – Management Information and Telecommunication Systems	

Gannon University -- Erie, Pennsylvania	May 1990
Bachelor of Science – Finance and Economics	

Qualifications

- Excellent problem solving and deductive reasoning skills
- Ability to listen, see the big picture and resolve conflicts
- Excellent organizational ability with a high attention to detail
- Effective leader with strong interactive and interpersonal skills

- Innovative, creativity and a strategic thinker
- Capacity to make decisions and think on my feet
- Ability to work independently and as a team player

Technical Experience

- Certified PMP (Project Management Professional) since 2004
- Google/DoubleClick: DART for Publishers (DFP), DART Sales Manager (DSM) – extremely knowledgeable
- Front Office: Project, Excel, PowerPoint, Word, Outlook, Dreamweaver, Visio, Clarify, Siebel, PeopleSoft, Business Objects, Lotus Notes
- Programming: familiar with PHP, SQL, .NET, VB, C++, Java, HTML, XML, JavaScript, PERL, Ruby on Rails
- Databases: MySQL, SQL Server, Oracle, MS Access, Informix, Sybase

- Operating Systems: Vista, Win XP, Win 2003, Win 2000, WinNT, Win9x, Win3.1, DOS, HP UNIX, Various Linux OSes
- Webmaster: Design and manage personal web site, coordinate advertisers and vendors -- http://minnelli.com
- Game Developer: Designed and manage code for online game, Linux, Apache, MySQL, PHP -- http://nasrac.com
- Hardware/Software Reseller: manage private business building and configuring personal computers and networks

Professional and Education Training

- Google/DoubleClick DART DSM (DART Sales Manager) Training (Google/DoubleClick, 2008)
- PrimeLearning Marketing E-Business – 19 PDUs for PMP renewal (PrimeLearning.com, 2008)
- Understanding PHP and MySQL – (Online Training, 2008)
- Google/DoubleClick DART DFP (DART for Publishers) Training (Google/DoubleClick, 2007)
- Project Management - Agile Scrum Internal training (Revolution Health, 2007)
- Oracle on Demand (Oracle, 2007)
- SQL Server 2005 Technet – Intro & Advanced SSIS (Merkle Institute of Technology, 2006)
- SQL Server 2005 Technet - TempDB Usage (Merkle Institute of Technology, 2006)
- SQL Server 2005 Technet - Administration Tools (Merkle Institute of Technology, 2006)
- SQL Server 2005 Overview (Merkle Institute of Technology, 2006)
- Business Objects 6.5 Training Course (Merkle Institute of Technology, 2006)
- Database Administration Best Practices (Merkle Institute of Technology, 2006)
- Cheetah Learning Accelerated Project Management Professional (PMP) Program (Cheetah Learning, 2004)
- Checkpoint Software – Intro & Advanced Firewall-1 (Mentor Technologies, 2001)
- Project Management Institute (PMI) Training (Project Masters Inc, 2000-2001)

- Project Management Professional (PMP) Training (Project Masters Inc, 2000)
- Microsoft Certified Systems Engineer (MCSE) Training (USi University, 2000)
- Leadership Skills Development Course (General Electric, 1999)
- Advanced Oracle Topics (MindBank, 1999)
- Introduction to Oracle/Developer 2000 (MindBank, 1998)
- CMM and Peer Review Training (General Electric, 1998)
- Graduate Applied Project in Information Technology (Johns Hopkins University, 1998)
- Program Design Methodologies (Johns Hopkins University, 1998)
- Intro to CGI Scripting with PERL (Westlake Training, 1998)
- Intermediate & Advanced HTML Programming (Westlake Training, 1998)
- Securing Information Systems (Johns Hopkins University, 1997)
- System Quality Engineering (Johns Hopkins University, 1997)
- Six Sigma - Greenbelt Quality Process Training (General Electric, 1997)
- Database Management Systems: Structure and Design (Johns Hopkins University, 1997)
- Client/Server Computing (Learning Tree, 1997)
- System Analysis and Design (Johns Hopkins University, 1997)
- Strategic Planning for Information Systems (Johns Hopkins University, 1996)
- Project Management for Information Systems (Johns Hopkins University,1996)