

# Melissa Weston

Olathe, KS 66062

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## Sr. Technical Project Manager – Lead

Create & maintain technical project documentation supporting repeatable migration process from DB2 to Oracle Private Cloud | Weekly client project status and/or technical meetings | Client requirement and risk mitigation | Client project and relationship management | Technical project orchestration and execution from inception to delivery.

Enthusiastic professional who effectively delivers successful data center infrastructure implementations. Delivers clear scope and requirements based on customer demands. Turns ideas into requirements and evaluates internal factors how to achieve objective while mitigating risks.

### Expertise In:

Project Management (Technical and Business), Operations, Application, Infrastructure, Software Support | Disaster Recovery | Software Development Lifecycle | Waterfall methodologies

### Technical Experience:

Network	DNS, F5, HTTP, HTTPS, IP NAT/PAT Translations, LAN, MAN, SSL Certificates, 2-way Mutual Authentication
Tools and Interfaces	Jira, Remedy, Peoplesoft, Sales-Force, MS Word, Excel, PowerPoint, Outlook, Visio, Project, Windows server administration
Web and Application	High level understanding of containers and Web-Service endpoints
Programming	COBOL, Pascal
Database	DB2, MS Sequel

### Professional Experience

**SS&C Technologies, Kansas City, MO**

**April 2003 – April 2021**

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#### Sr. Technical Project Manager (Team Lead)

- In 2003 transitioned role from technical IT role to technical project manager.
- Project Management responsibilities for projects including project tracking, success measurements, financial goals and status reporting.
- Lead technical project manager with 5 peer associates under 2 different managers conducting and orchestrating weekly meetings for continual knowledge sharing and process improvement opportunity review:
  - Excel network access requirements
  - Disaster Recovery and Failover testing documentation
  - Weekly meetings and agendas for both internal and client facing
- Drove creation and maintenance of the technical project plans and documentation supporting client hosted data center implementations that includes following Waterfall project methodologies

- Led technical infrastructure teams (i.e. Linux, Windows, Oracle, Application and Data Migration, Network, Storage, VMware, Disaster Recovery & Failover, Information and Data Security, DB2, Sequel) teams to:
  - Build repeatable processes
  - Analyze technology solution and requirements to meet client expectations
- Led technical teams and SMEs to identify project tasks, duration, owners and dependencies in order to forecast implementation dates that met client goals
- Manage risk and issues including mitigation strategies and impact analysis
- Manage technical resources both domestic and offshore across multiple time zones
- Assist with client proposals and RFI's
- Supported project implementations for over 25,000 users across 50 different companies.
- Managed project execution for disaster recovery and high availability software between multiple data centers
- Assisted with infrastructure capacity planning components and storage systems

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### **Deutsche Bank, Kansas City, MO**

**August 1995 – April 2003**

#### **Team Lead Desktop Services IT**

- Led team of 5 associates supporting DST AWD end user desktops, server applications/implementations and network connectivity.
- Hardware and software implementation and support for following: OS/2; Microsoft through 2000 generation; AS400 mid-range systems; Novell Netware server operating systems; and local area networks utilizing both Cisco and Cabletron equipment.
- Managed application installation, testing, packaging and distribution for both hardware and software utilizing Ghost.
- Managed application and data conversion for company merger activities including Zurich acquisition of Kemper; Scudder acquisition of Kemper and Deutsche Bank acquisition of Scudder.

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### **Research Medical Center, Kansas City, MO**

**August 1988 – August 1995**

#### **Team Lead Information Systems IT**

- Led team of 4 associates
- From vendor RFP selection processes through procurement and implementation continuing to daily operations administration and technical support of: DOS & Windows based personal computers; Novell network operating systems; mid-range System/36 systems; local and wide area network infrastructure utilizing Cisco routers.
- PC COBOL programming and development of in-house Radiology patient tracking and transcription systems utilizing Word Perfect.
- System/36 COBOL programming, hardware and operating system supporting both Research Mental Health and Mid-Sates collection agency.
- Began as a Junior Program Analyst, promoted to Programmer Analyst then Senior Programmer Analyst. Last position held was Team Lead.

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### **Education**

- Bachelors of Science in Computer Science, Truman State, Kirksville, MO

## Professional Development

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- PMI Crash Course | Project Management Tricks of the Trade | Tricks of the Trade for Risk Management | Defining and Managing Requirements | Collaborating with Stakeholders for Better Results, RMC Learning Solutions @ DST, Kansas City, MO
- Crucial Conversations, DST, Kansas City, MO
- The Question behind the Question | Visual Intelligence | The Worst Journey in the World, Personal, Olathe, KS

## Strengths

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- I am organized and know how to get things done
- I drive the project team and projects to successful completion
  - I take ownership and am accountable for team
  - I pay attention to the detail to identify risks and create mitigation strategies
  - I utilize project management and other tools to define, outline and stream line project objectives, tasks and goals
- I have strong verbal and written communication skills
  - I communicate clear objectives and goals
  - I ask 'what' and 'how' questions to gain understanding
  - I leverage technical SMEs for support