

Senior IT Project Manager

PMP, CSM

CANDIDATE SUMMARY

This Senior Project Manager brings over 15 plus years of experience as a Project/program manager in the pharmaceutical industry including hands on experience with Software application development, GxP regulations, Waterfall & Agile SDLC in commercial, R&D and manufacturing projects. Extensive experience using PPM tools. Igor background and reference checks indicated superior performance in leading his projects. He is fluent in English and Russian.

PROFESSIONAL SUMMARY

Certified Project Manager Consultant with a proven record of driving Bio/Pharma complex projects, leading all aspects of the project lifecycle from initiation through successful completion within the defined scope. Proficient in forging alliances across all organizational levels in collaboration with project sponsors/key stakeholders, team members, and management. Expertise in strategy setting, expertise managing multiple projects and project teams. Significant experience in managing project development, transforming organizations' IT systems and re-engineering critical Pharma GxP business processes.

AREA OF EXPERTISE

- Advance PMLC experience including financial Mgt
- Comprehensive, hands-on PM experience in R&D delivering validated & non-validated applications.
- Advanced in working with Business and IT.
- Expertise using PPM Tools MS Project, Clarity, JIRA, Project Service, and Smartsheet.
- Expertise with Pharma GxP business processes.
- 21 CFR Part 11
- Pharma SDLC Waterfall, Agile and Hybrid
- Expertise in transparent reporting of project status, issues, risks, and financials
- Advanced MS Office Skills including SharePoint, Visio, and Excel.
- Organizational Change Management experience
- Software Application Development & Deployment

PROFESSIONAL EXPERIENCE

Global Pharmaceutical Company

2019-2021

Sr. Project Manager

Primary responsibilities are to lead an Organization Change Management integration initiative for three global enterprise-wide projects within the EHS systems expansion program. The purpose of the program is to enable the EHS organization to meet synergy targets, simplify collection, verification and increase transparency for internal and external reporting requirements included: implementation of the Sphera SaaS Safety Data Sheets (SDS) Management system for all sites globally in 23 countries; expansion of the Gensuite Product compliance reporting system; Replacing Japanese GGX system with Enablon SaaS system to collect and consolidate Global EHS metrics data needed for internal and external management reporting.

- Managed Waterfall implementation of the Sphera SDS Management and Replacing Japanese GGX with Enablon SaaS systems.
- For Agile Gensuite system implementation assumed the scrum master role. Set up and led daily stand-ups, estimated burn-up estimate; provided senior management with clarification materials regarding Waterfall vs. Agile principles in progress reporting; and maintained SharePoint status dashboard.
- Set up and led Agile meetings for Backlog refinement, Go Live, and Retrospective reviews. Verified that all user stories have been completed and status updated in Jira's Kanban board. Developed and reviewed pertinent project SDLC documentation in Confluence.
- Planned and coordinated concurrent activities with the application owners of the cross-functional matrixed teams globally.
- Organized collaboration with IT, vendors, and Business. Developed implementation strategy, detailed MS Project plans with work breakdown structure and milestones. Reviewed and tracked the changes to scope, issues, and risks to remediate potential impact on projects schedule and budget.
- Managed the projects financials with the combined budget of \$2,6M in Clarity PPM. Completed Close Out financial

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reports and backed up the variance between budget and actual in SAP when needed.

- Set up and led regular core team and management meetings, provided senior management progress reports, and maintained SharePoint status dashboard.
- Organized translation of the training material and Face to Face training for 6 plants in Japan. Manage translation and enterprise-wide setup training via Clix and Veeva training Software in 11 different languages for 7,000 users.
- Worked closely with IT business management to establish and gain consensus on project goals, objectives, financials, and deliverables.
- Created a business case, project charter, identified business values, set up expectations and implementation strategy and schedule, and set up project in Clarity PPM. Developed and maintained detailed Project plan, allocated resources, Created Change Request, coordinated installation of the mission's critical applications in 23 sites across the globe. Projects included waterfall and agile methodologies.
- Led the business case documentation for architectural and investment approval boards for the Gensuite SaaS Compliance system. Developed and maintained detailed Project plan, allocated resources, created Change Requests, coordinated implementation of the Sphera SDS management application and delivering project scope in 23 sites across the globe. For a Closing stage gate, led lessons learned meetings, obtained final project approvals from the business sponsors and IT stakeholders in 23 countries.
- Responsible for ensuring compliance to PMO, corporate and functional governance policies and procedures. Led project planning and execution for architectural review and investment approval boards. Managed project Status, Resources, Financials, and Risk entries using in Clarity.

Global Pharmaceutical Company

OCT 2016 – DEC 2018

Sr. Project Manager

Managed PMO IT multiple cybersecurity and compliance projects for Information Research R&D division in North America & Europe, operating in an FDA-regulated Pharma GxP business environment.

Led and coordinated multiple concurrent activities of the cross-functional project teams. Developed detailed MS Project schedules, assessed, and controlled the changes to scope, issues, and risks to remediate potential impact on projects plan, schedule, and budget. Ensured transparent reporting of project status, issues, risks, and financials in the Innotas, Service Now and SharePoint.

Managed successful SaaS JAMA Software - requirements management cloud system implementation.

Coordinated the Decommissioning project of Information Research division obsolete servers, archiving and retiring old databases as a part of Enterprise-wide saving initiative. Adhered to company Change Management processes and verified CMDB integrity.

Led and coordinated creation of Abbvie High Performance Computing Cluster in the National Center for Supercomputing Applications at University of Illinois.

- **Project Management:** Developed Project strategy, initiated projects, allocated resources in MS Project Server. Generated IRFs, managed procurement, coordinated upgrade of 96 missions critical DBs, testing of 43 apps for 5000 users, managing an annual budget of \$1M.
- **Business Analysis:** Created documentation including Infrastructure Upgrade Strategy, Projects Requests and Estimates in the Innotas, Charters, Plans, Requirements, minutes, and statuses. Projects included waterfall and agile methodologies.
- **Resource and Team Management:** Built a collaborative and highly productive team environment, managed & led 14 cross-functional project teams delivering more than 30 projects.
- **Compliance:** Ensured adherence to PMO governance policies and procedures. Managed timely entries creation in ADAM and in ServiceNow, delivered documentation according GxP regulations.
- **Quality Management:** Developed and executed Quality Assurance Strategy of upgrading 462 Oracle DBs, 240

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servers, and 189 vendor-supported and-internally-developed applications.

- Communication: Develop communication plan, establish consensus with peers and superiors, maintain and provide project reporting using appropriate metrics and multilayer communication.
- Project Control: Ensured adherence to the company procedures updating all configuration items (CI's) in the CMDB database. Managed division's CMDB integrity verification or database farm.

MEDIUM-SIZED FINANCIAL COMPANY

SEP 2015 – OCT 2016

Sr. Project Manager

Managed IT projects supporting finance, sales, and marketing for this \$6 million unified communications telecom startup.

- Strategy: Drove Integration Program for digitization of the core business processes that resulted in business improvement and double revenue in half a year.
- Automation: Increased sales teams' efficiency 3.4X by integrated financial reconciliation systems, optimizing workflows, and providing hands-on training.
- Decisions: Initiated and managed the project for automation of the Finance system reconciliation including strategy setup, process flow creation, bank accounts setups and data conversion.
- SaaS: Oversaw unified communications project implementations providing voice and data connectivity to over 6,000 users.

Global Pharmaceutical Company

NOV 2013 – AUG 2015

Sr. Project Manager

Managed project across multiple departments related to M&A divestitures, migrating entire IT Oracle Application Server (OAS) infrastructure and multiple applications.

Managed all aspects of project lifecycle, adhered to PMO and company policies and procedures, complete project reporting documentation, compliant with GxP environment regulations, administered and conducted project and project meetings.

- Vendor Management: Created RFP, formulated SOW, managed Vendor selection, Proposals reviews and negotiations.
- Initiate and Plan Project: Built and manage project's work breakdown structure, milestones, risks, issues, and deliverables within the constraints. Created and maintained documentation including Charters, Strategy, Project and Project Plans, Requirements documents, meeting minutes, statuses in the dedicated Projects' SharePoint site.
- Decisions: Made final decisions regarding Vendor selection, project strategy and project budget.
- Divestiture: Migrated entire IT OAS applications set of AbbVie, an \$110B spin off, from parent company Abbot Labs (NYSE: ABT).
- Strategy: Architected and executed Project migration strategy of entire IT OAS applications set onto the new platform including key vendor selection, formulating, and completing POC, building core migration team, and coordinating seamless transition to the newly created systems.
- Project Management: Led all aspects of the project lifecycle, working with project sponsors/key stakeholders and team members. Managed 9 moderately and high complexity concurrent projects, coordinated, and lead 10 cross-functional project teams (59 reports), vetted vendors, integrated 19 Oracle servers, migrated 24 DBs, tested and re-validated 8 apps supporting 13,000 users.; tracking a \$1.2 million budget. Projects included waterfall and agile methodologies.

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- Application Development: Led all aspects of project delivery including budget proposals, project plans, completed documentation for creating quality platforms for validated and non-validated applications, generated procurement IRFs, and adherence to ADAM Initiatives methodology.
- Project Control: Assessed performance against project plan and program schedule to assure the project is progressing as compared to original plan and budget. Addressed changes to scope to the Change Management board during creation of new environments and migration of entire set of OAS systems. Oversaw all phases of project completion. Developed, executed, and managed the projects within the defined scope.
- Compliance: For Manufacturing GxP applications managed quality validation of the newly built environment and migrated applications.

Major Healthcare Company

JUN 2012 – JUL 2013

Sr. Project Manager

Managed \$4.3M budget, 46 reports, and oversaw compliance with CMS requirements, automation, and optimization projects across 3 national regions for \$85B pharmacy and prescription benefit manager.

- Application Development: Managed all aspects of redesign and implementation of high-capacity customer service interactive voice response (IVR) upgrades, integrating projects cross dependencies, restoring communication systems. Projects included waterfall and agile methodologies.
- Project Management: Assumed all aspects of project management including Generating Capital Project request, estimating and managing projects budget, acquisition resources, creating complete projects documentation.
- Compliance: Brought \$21B business segment into compliance with CMS requirements by redesigning DB information handling, storage, processing, and user workflows, affecting 2,900 users.
- Change Control: Organized and Managed transition and training of the 2,900 users to the new system. Made sure that all and any requirement changes have been reviewed and approved by the management.
- Optimization: Led redesign, testing, and validation of 19 mission-critical software modules. Reduced DB record processing time 82%,

Major Healthcare Company

MAR 1999 – JUL 2011

Sr. Project Manager

Managed end to end enterprise-wide projects, 21 cross-functional teams, 90 direct and dotted-line reports, ensuring adherence to HIPAA and company policies and procedures, managing \$5.6M budgets for this \$48B pharmaceutical benefits management company.

- Application Development: Managed successfully completed of more than 80 projects from the inception thru implementation, including high complexity Prescription Order Routing, Rx Transfer, e-Prescribing, and more. Projects included using waterfall and agile methodologies.
- Automation: Managed launching 100% automated mail order operation, serving as the model for future builds, driving \$256M in revenues annually.
- Finance: Managed automation of the cross-functional credit cards Charge Back functionality including strategy setup, process flow, error handling protocol, and EDI data transition.
- Team Building: Built and trained new project development teams which began from small project were able in couple years to deliver multimillion projects.
- Training: Trained a team of Business and System Analysts for Requirements Gathering, defining Business Case, Business Analysis, and creating clear documentation for business, development, and QA.

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EDUCATION

Master of Science Degree, Engineering
Belarus University of Informatics, Minsk, Belarus

Bachelor of Science Degree, Engineering
Belarus University of Informatics, Minsk, Belarus

CERTIFICATIONS

Project Management Professional (PMP) and Certified Scrum Master (CSM)