

# Carol Chen

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A Director of Project Management with 10+ years of experience, specializing in Agile implementation, change management, and strategy development. A strong history of managing the project management office for world-class organizations. Expertise in leading cross-functional teams and C-level executives to executive multi-million-dollar capital projects.

## Education

### Bachelor of Science (B.S.), Project Management

University Of Sacramento,  
Sacramento, CA  
September 2007 - May 2011

## Key Skills

- Project Management
- Agile Methodology
- Construction Management
- Stakeholder Management
- Cross-functional Leadership
- Project Lifecycles

## Certifications

- Project Management Professional (PMP), 2015
- Agile Certified Practitioner (ACP), 2014

## Professional Experience

### Director of Project Management

Capital Projects Associates, Sacramento, CA | September 2016 – Present

- Serve as Director of the Project Management Organization executing capital projects valued at \$800K-\$20M
- Lead the buildout of a 300 square-foot transportation center and oversee 15+ commercial construction projects
- Lead the integration of Agile methodology throughout the PMO and drive the standardization of project management processes to enhance delivery, resulting in the prevention of roadblocks and a 10% reduction in project timelines
- Coordinate with stakeholders and cross-functional teams throughout the project lifecycle to ensure compliance with zoning regulations and alignment with requirements

### Project Management Director

NorCal Construction Partners, Sacramento, CA | July 2011 – September 2016

- Managed the end-to-end execution of 20+ commercial and residential construction projects valued at \$300K-\$15M, developed project plans, obtained clearances, and coordinated architects, construction teams, and contractors
- Attended meetings with C-level executives to plan long-term project strategy, assess risk factors, and determine resource allocation for a \$10M annual budget