

**Danielle Hammond, PMP**

366 Pinnacle Ridge Road Rutland VT 05701 ~ Mobile: 802-299-5316

**Summary:**

Dynamic professional with over twelve years of project and program management experience in technology industries. Experience working in highly-stressful, competitive environments. Negotiation and social perceptiveness gained through project, program, and operational management. Structured approach to developing and maintaining company processes including writing documentation and proposals for executives and clients. Leadership skills gained through hiring and growing a ten person team in a new office. Reliable and driven leader with a strong sense of ethics and responsibility.

Technical proficiencies: Microsoft Suite (Project, Teams, Sharepoint, Excel, and Dynamics 365), Jira, Google Suite, Smartsheet, Zoom, Dropbox, Salesforce, Basecamp, and Macintosh software.

---

**Experience:****VELCO | Rutland, VT**

July 2022-Present

**Senior Project Manager**

Manages the successful execution of projects in accordance with the project scope schedule and budget. Plans, budgets, documents, oversees and leads various projects from conception through completion. Represents the company in the interaction with stakeholders, including state and federal regulatory staff, members of the public, landowners, and distribution utility staff. Provide reports to management, as well as the VELCO Board of Directors on the status of project efforts.

**One Diversified | Boston, MA**

August 2017-June 2022

**Director of Global Programs**

Hired as Senior Project Manager, promoted to Program Manager in 2018 and Director of Global Programs in 2021.

Developing operational and PMO standard processes to enhance efficiency and agility to manage cost and risk impact for clients and the organization.

- **Global Program Management:** Directing program and project management for global PMO. Restructuring Global Program Management standards to provide exceptional account management and standardized approach to contract management for multinational clientele. Developed Program Management playbook and guides for Diversified's 30+ US-based Program Management staff. Currently overseeing training and execution of standard program framework across the enterprise. Optimization efforts have yielded project continuity and knowledge base archive increases by 80%. Cost recovery for standardized service offering exceeds \$200k in the first year.
- **Boston Operations:** Managed operations for the Boston office including project management, field operations, and service teams. Recruited, hired, and trained project management staff over two years.
- **Programs and Projects:** Successfully directed multiple internal programs for executive leadership. Managed many programs and projects with unique deliverables utilizing PMI project management framework including extensive project and program management plans. Managed accountability with senior directors across the enterprise. Performed program needs analyses including: RACI, Gantt scheduling, SWOT, Gap and Cost analysis, reporting structure planning, and project budgeting.

**HB Communications (A One Diversified Company) | Concord, MA**

February 2014-August 2017

**Project Manager**

Ongoing management of between 20-30 consecutive projects and programs globally. Coordination of engineering, sales, technical staff and general contracting parties for project success. Development of project management processes to enhance project success within the company.

- **Remote Projects Team:** Created standard processes for conducting international business. Researched international business law and finance to define best practice and approach. Created RFP and other contractual documentation for international work. Curated a strong partnership network of global vendors and refined negotiation skills.
- **Enterprise Project Management:** Advised management on the Program Management division and structure to bolster scalability and success. Provided exceptional account management and customer experience to all clientele.
- Successfully directing fast-track and multi-year projects while managing multi-million dollar budgets consistently with **no** profit loss.
- Independently developed standard templates and systems for ongoing operational efficiency.

- **Boston Operations:** Managed operations for the Boston office including project management, field operations, and service teams. Recruited, hired, and trained project management staff over two years.

**Wellington Management Company | Boston, MA**

June 2013-February 2014

***Project Manager***

Managed the implementation of all video conferencing projects at WMC. Coordinating the implementation of innovative communications technology globally.

- Scheduled and coordinated over twenty AV construction projects in multiple countries with the Real Estate team.
- Trained and demonstrated new systems with AV Operation teams for continued support.
- Created a cohesive documentation system for system-wide access. Managed project closure process and documentation for each project for archives.
- Managed RFP, procurement process, and change management with third-party vendors. Negotiated best pricing, terms, and conditions and managed overall timeline, deliverables, and defects in coordination with project teams.

**Harvard Business School | Allston, MA**

September 2012-June 2013

***Project Manager***

Co-managed the implementation of audio-visual CAPEX projects at HBS. Coordinated the implementation and testing of innovative campus wide technology.

- Created a comprehensive technical documentation for Media Services, Information Systems, and vendor use.
- Collaborated with leading AV vendors through pre-planning, installation, and post-installation support.
- Gained technical knowledge of systems, production, and end-user experience.
- Managed and wrote project directive documentation including RFPs, Project Definition Plans, and general project correspondence.
- Created and maintained Microsoft Project Gantt schedules.

**Emergent Media Center | Burlington, VT**

January 2012-May 2012

***Assistant Manager of Brainstorming Team***

**Dartmouth Hitchcock Medical Center | Lebanon, NH**

July 2009-August 2011

***Assistant Project Manager***

**Education and Certifications:**

Champlain College | Burlington, VT

September 2008-May 2012

*Bachelor's Degree in Business with emphasis on Project Management and Operations. Studied entrepreneurship through the BYOBiz program and created several business plans.*

**Project Management Professional License #2153515 | Project Management Institute**

Obtained: February 2018 Expiration: February 2024