OST | **District of Columbia MSP**
CONVERGING MISSION, INNOVATION, AND TECHNOLOGY | Office of the Chief Financial Officer

Joe Smith

Title/Role:
Program Manager (HCM) Level 3

VectorVMS Requisition Number:
155555

Education:

NOTE: If a degree is listed as REQUIRED on the Requisition, you must list it here for your candidate to be considered. Required degrees will be listed on the Compliance tab of the Requisition. If a degree is NOT required on the Requisition, you may list any degrees that you wish to be taken into consideration when the Hiring Manager evaluates your candidate. DO NOT list certificate programs here – put that information in the next section: Certifications and Certificates. Any degree listed here as awarded, must be verified by the vendor representing the candidate. The provision of ANY false information on the resume or candidate submission profile is grounds for rejection of the candidate and potential termination of your Subcontractor Agreement.

Degree (AA/AS, BA/BS, MA/MS/MBA, PhD, JD)	Area of Study	School/College/University	Location	Was the degree awarded? (Yes/No)	OPTIONAL: Date (MM/YY)
BS	Computer Science	Penn State University	State College, PA	YES	
MS	Computer Science	Lehigh University	Bethlehem, PA	NO – IN PROGRESS, ANTICIPATED 12/2015	

Certifications and Certificates:

NOTE: If a certification is listed as REQUIRED on the Requisition, you must list it here for your candidate to be considered. Required certifications will be listed on the Compliance tab of the Requisition. If a certification is NOT required on the Requisition, you may list any certifications that you wish to be taken into consideration when the Hiring Manager evaluates your candidate. Any certification listed here as obtained, must be verified by the vendor representing the candidate. The provision of ANY false information on the resume or candidate submission profile is grounds for rejection of the candidate and potential termination of your Subcontractor Agreement.

Certification	Issued By	Date Obtained (MM/YY)	Certification Number (If Applicable)	Expiration Date (If Applicable)
Graduate Certificate in Computer Security & Information Assurance (CSIA)	University of Pennsylvania	IN PROGRESS – Expected 12/2015	N/A	N/A
PeopleSoft Human Resources 9 Consultant Certified Expert	Oracle	05/2014	1234567	N/A
Project Management Professional (PMP)	Project Management Institute (PMI)	10/2003	1234567	N/A

Employment History:

*NOTE: The employment history provided here MUST substantiate the experience that you have indicated on the PeopleFluent candidate submission. For example, if the Requisition requires 12 years of experience, there must be a cumulative total of 12 years of experience detailed in this resume. Each work experience provided must explicitly call out all required skills or experience that your candidate possesses FROM THAT JOB (it is helpful to indicate key terms in bold), and must provide **context** or **explanation** to*

*support the experience. For example, if the requirement is for PeopleSoft HCM 8 experience, you should write something like: "Supported **PeopleSoft HCM 8** implementation, including configuration, testing and deployment." DO NOT simply copy and paste the required skills from the PeopleFluent Requisition into the resume. OST will not consider that to satisfy the requirement that resumes substantiate claimed experience. DO NOT list required skills on every work experience if those skills do not apply to every work experience. For example, if your candidate has PeopleSoft HCM 8 experience on their most recent job, but not previous jobs, ONLY list that required skill on the most recent job. ALL information provided in the resume must be accurate – if candidates are found to have falsified information in order to pass the screening process, they will be rejected. It is the vendor's responsibility to ensure that all information listed is truthful. If vendors are found to have intentionally falsified information to pass the screening process, they will be suspended or terminated from the ITSA program at OST's and the Commonwealth's discretion.*

EXAMPLES:
State Government – Contractor
Project Manager / Sr. Program Manager   Oct 2006 – Present

- Hands on **personnel and project management** as the Project Manager of HCM Modules **implementation** project including **PeopleSoft HCM 8.8** eRecruit, ePerformance, eCompensation and UPK, **Enterprise Learning Management (ELM) and Workforce Analytics modules.**
- Hands on **personnel and project management** as the Controller for the **PeopleSoft HCM Payroll implementation.**
- Utilized **MS Project, MS Office, SharePoint, Planview** and **Project Management Institute (PMI) methodology** to successfully monitor and report project performance and assure collaboration.
- Leveraging extensive knowledge of **Government Human Resources practices**, partnered with stakeholders to develop the **PeopleSoft HCM** strategic roadmap and developed the **ERP** strategic business framework.
- Evaluated various **PeopleSoft HCM** Modules including **Enterprise Learning Management** and **Workforce Analytics** for the **PeopleSoft HCM** strategic roadmap.
- Currently managing the deliverables of the **HCM Modules implementation** project.

Key Technologies/Skills: PeopleSoft HCM 8.8, eRecruit, eCompensation, Enterprise Learning Management, Performance Management, Workforce Analytics, UPK, Planview, MS Project, MS Office, SharePoint, MS Visio

Company One, Inc. – Full Time Employee
Director of PeopleSoft HCM and Financials   Nov 2004 – Oct 2006

- Hands on **personnel management** as the director of the global **PeopleSoft HCM and Financials**.
- Directed a **PeopleSoft 8.8** upgrade project to success.
- Directed the worldwide **PeopleSoft ERP implementation** program, replacing EMEA and APAC applications with **PeopleSoft** (Phase I).
- Utilized **MS Project and MS Office** and **Project Management Institute (PMI) methodology** to successfully monitor and report project performance.
- Leveraging extensive knowledge of **Human Resources** and Financial practices developed and managed the **PeopleSoft HCM and** Financials strategic roadmap including the evaluation of the **HCM expansion** and outsourcing vs. in-house maintenance options.

Key Technologies/Skills: PeopleSoft HCM 8.8 , PeopleSoft Financials 8.8, MS Project, MS Office, MS Visio, WebMethods Fabric (SOA)

Company Two, Inc. – Full Time Employee
PeopleSoft HCM Project Director   Aug 2003 – Nov 2004

- Hands on **personnel and project management** as the director of the full cycle **PeopleSoft HCM 8.8 implementation**.
- Leveraging extensive knowledge of **Government Human Resources practices**, successfully **implemented PeopleSoft HCM 8.8 Time and Labor**, ePerformance, eCompensation, eBenefits, ePay, eProfile modules early and under budget.

- **Project managed** the **PeopleSoft HCM upgrade** from version 8.4 to version 8.8.
- Introduced and successfully implemented a new project management approach using a combination of personal experience and **Project Management Institute (PMI)** methodologies.
- Utilized MS Project and MS Office to successfully monitor and report project performance
- Received training on and evaluated various **PeopleSoft HCM** Modules and **implementations** including **Enterprise Learning Management (eLearning)**, **Workforce Analytics**, for business development and prototyping.

Key Technologies/Skills: PeopleSoft HCM 8.8 , eRecruit, Performance Management, Compensation Management, Time and Labor, Enterprise Learning Management (eLearning), Workforce Analytics, eProfile, ePay, eBenefits, ePay, MS Project, MS Office, MS Visio

Company Three, Inc. – Contractor
PeopleSoft HCM Program Manager   Nov 2001 – Jul 2003
- Utilized MS Project and MS Office to develop PeopleSoft HCM government specific implementation approaches.
- Hands on personnel and project management during the development of a rapid deployment approach for replacing existing government ERP systems with PeopleSoft HCM 8.8.
- Provided hands on personnel, project and program management services to organizations like PriceWaterhouseCoopers and Gravitate DS.

Key Technologies/Skills: PeopleSoft HCM 8.8, MS Project, MS Office, MS Visio

Company Four, Inc. – Full Time Employee
Program Manager/Project Manager/Principal   Jul 1997 – Oct 2001
- Hands on personnel and project management of 10-person FMS Call Center development project to support 7,000 users as a part an ERP implementation project. Hands on managed support services personnel and ERP business development projects ranging from responding to Requests for Proposals (RFP) to online demonstrations and presentations.
- Utilized MS Project and MS Office to successfully monitor and report project performance.
- Gained extensive knowledge of Government Human Resources practices by providing hands-on functional and technical support services for 220 government institutions.
- Leveraging extensive knowledge of Government Human Resources practices, performed operational analysis on ERP applications.

Key Technologies/Skills: MS Project, MS Office, MS Visio, ERP (Advantage Financials, HCM), Lotus Notes, MS Visio, Remedy, Crystal Reports

Any State University – Part Time Employee
IT Support Assistant   Aug 1995 – Jul 1997
- Provided IT support to the Executive MBA program, its faculty and students ranging from laptop setup and maintenance, inventory control and software installation and upgrades.
- Utilized MS Project and MS Office to successfully monitor and report project performance and inventory.

Key Technologies/Skills: MS Project, MS Office