



PATRICK MILLER

PROJECT/ PROGRAM MANAGER

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Objective

To be a Project Manager in a technology forward driven company that is looking for young, self-driven talent. To contribute to making products/ projects on time, on budget, with the highest quality, and customer satisfaction. To utilize the skills I bring to the table for the challenges of the future.

Skills & Accomplishments

To address the challenges of the future, I bring an established Program Management skill set and an advanced degree in Project Management. My strong work ethic, character, and my ability to learn quickly and adapt rapidly, will allow me to utilize my experience and expertise to excel. My non-traditional background, as well as being a life-long learner and self-starter, allows me to view problems and implement unique and efficient solutions.

- **Program/Project Manager** with 5 years of progressive work experience in program/project management.
- Program/Project **Development Lifecycle Managed** projects from inception through end of life.
- **Lead cross-functional, cross-geographical, and cross-organizational** teams. Presenting to executive staff, external vendor management, internal relationship management, negotiation, and conflict resolution.
- **Managing teams** from inception through the project End of Life cycle .
- **Effective** and positive team player recognized for contributing positive ideas, strong problem solving and natural leadership skills.
- Managing and delivering projects **on schedule and on budget**.

Software and Technology

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|---|-----------------------|
| • Microsoft Excel | • Mac OSX |
| • Microsoft Word | • Google Applications |
| • Microsoft Project | • Adobe Acrobat |
| • Content Management (HEPA Compliance database) | • Windows 8 and 10 |

Professional Experience

Whole Foods Market | Buyer | Denver, Colorado July 2016- August 2017/ June 2020- Present

- **Inventory Management.** Drive sales and revenue. Maintain perishable inventory. Maintain resources on hand.
- **Customer Service.** Provided world-class customer service across multiple department areas including: Customer Service Department and Meat and Seafood Departments
- **Food Safety Training.** Completed several food safety-training courses.

Center for People with Disabilities (CPWD) | Program Manager, Executive Team Member | Boulder, Colorado

Program Manager December 2017- February 2019 Executive Team Member

- **Decision-Making:** Participated in Executive Team decision-making that affected the organization as a whole. Including budget, services offered, strategic planning, and organization wide policies.
- **Supervision of personnel:** Managed two teams of diverse roles, including roles inside/ outside of my program.
- **Content and Database Administration:** Manage database and data standards across organization to ensure accuracy, best practices, and HEPPA compliance.

Veterans Independence Program

- **Program Launch:** Lead the project to develop and the launch the Veteran Independence Program and implementation of policies and best practices.

- **Program Management:** Oversaw and managed all aspects of the program.
- **Stakeholder Management:** Managed all stakeholders from Government contracts to the customers.

Employment Program

- **Program Ownership:** Manage all aspects of the Employment Program including: direction, decision-making, personnel management, inter-agency and vendor relationship cultivation, and providing a superior product/service.
- **Leadership:** Supervision of employees, including conducting performance reviews, and manage program budget. Contribute on executive and leadership staff meetings and decisions.

Transitions Program Coordinator June 2014- July 2016

- **Program Ownership:** Manage all aspects of the Transitions Program including: direction, decision-making, personnel management, inter-agency and vendor relationship cultivation, and providing a superior product/service.
- **Leadership:** Supervise employees, including conducting performance reviews, and manage program budget. Contribute in executive and leadership staff meetings and decisions.
- **Supervision of personnel:** Managed a team of diverse roles, including roles inside/ outside of my program.
- **Property Management:** Manage Independent Living Program apartments, filling units and keeping tenants and building in compliance with the local housing authority and HUD.
- **Content and Database Administration:** Manage database and data standards across organization to ensure accuracy, best practices, and HEPPA compliance.
- **Relationship Management:** Built and maintain strong partnerships/relationships cross organizationally, with customers, service providers, and vendors.
- **Driving Future Legislation:** Sit on and participate in several counsels and boards, including CLAG, CCT Regional Administration and SILC, that advise the Governor and many Colorado State Legislators on medical issues, disability rights, Medicare/Medicaid, CIL, The State Long Bill, and civil rights issues.

Manager/ Coordinate Research Grant: The Urban Institute- HDS-2012 September 2013-June 2014

- **Grant Management:** Oversaw all components of the research grant including: managing the grant budget and payroll, and scheduling research assistants, while meeting all predetermined goals and deadlines.
- **Recruiting and Training:** Recruited over 15 research assistants with extremely specific attributes needed to complete the research. Conducted all training of employees.
- **Supervision of personnel:** Managed a team of over 15 research assistants from recruitment through the end of the project. Provided all training, scheduling, and supervision of daily work.
- **Research Analysis:** Oversaw all research data collection from research assistants and worked to maintain accuracy. Evaluated all data collected and provided analysis to the leadership team at The Urban Institute.
- **Stakeholder Management:** Maintained a strong working relation between CPWD in Boulder and the granting agency The Urban Institute in Washington, D.C.

The Centennial Fund | Regional Field Director | Denver, Colorado July 2012-November 2012

- **Campaign Lifecycle Management:** Directed multiple campaign phases and strategies from onset, through voter outreach, Election Day, and close of campaign cycle.
- **Management:** Responsible for operating a campaign field office, and recruiting and training over 30 employees to conduct voter outreach and Get Out the Vote Strategies.
- **Analysis:** Processed and examined all data collected by employees, analyzing the information to assist in the prediction of election outcomes and the direction of the overall campaign strategy.
- **Leadership:** Participated in campaign leadership meetings and strategy formulation based on my analysis.
- **Goals:** Exceeded or reached all campaign goals on schedule and on budget.

Education

Masters in Leadership and Project Management | Regis University | Denver, Colorado

Bachelor of Arts in History | Colorado State University | Fort Collins, Colorado

