

PATRICK MILLER

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SUMMARY

- Experienced **Program/Project Manager** with 3 years of progressive work experience in project management.
- Experienced in **program/project development lifecycle**. Managed programs from inception through end of life.
- Proven abilities to **lead** cross-functional, cross-geographical, and cross-organizational teams.
- Expertise in **presenting to executive staff**, external vendor management, internal relationship management, negotiation, and conflict resolution.
- Proficiency in **managing** teams from inception through the **End of Life** process of an entire project.
- Effective and positive **team player** recognized for contributing positive ideas, strong problem solving and natural leadership skills.
- Managing and delivering projects **ahead of schedule** and **under budget**.

EXPERIENCE

CPWD

Boulder, CO

Program Manager

06/14 – Present

Transitions Program

- **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.
- **Property Management.** Manage Independent Living Program apartments, filling units and keeping tenants and building in compliance with the local housing authority and HUD.
- **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 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, and civil rights issues.

Test Coordinator

09/13 – 06/14

Manager/ Coordinate Research Grant: The Urban Institute- HDS-2012

- **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 personal.** 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.
- **Relationship Management.** Maintained a strong working relation between CPWD in Boulder and the granting agency The Urban Institute in Washington, D.C.

The Centennial Fund

Denver, CO

Regional Field Director

7/12 – 11/12

- **Campaign Lifecycle Management.** Directed multiple campaign phases and strategies from onset, through voter outreach, GOTV, 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 GOTV.
- **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 ahead of schedule and under budget.

Copper Mountain

Certified Snowboard Instructor

Frisco, CO

12/09-4/13

- **Customer Service.** Provided world-class customer service across program areas including: private lessons and high level coaching.
- **Instructor of the Year.** Awarded best instructor for providing a superior product, exceptional customer service, maintaining an excellent safety record, and being a team player.

EDUCATION

Colorado State University

Bachelor of Arts in History

Completed four semesters of Spanish

Fort Collins, CO

05/09

ADDITIONAL INFORMATION

- Avid outdoor enthusiast with a passion for being outside, outdoor recreation, and exploring the mountains of Colorado