


PROJECT MANAGER

ARVELL ANTHONY

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OVERVIEW: Arvell commands excellent verbal and written communication skills and is able to deliver valuable client interfacing and sourcing support while working effectively with members in a small team environment.

EXPERIENCE:

Diversified – Project Manager / Manager, Data Management	
(May 2017 – Present) Kenilworth, NJ	

- **Business Systems – Manager, Data Management / Project Manager (Power BI) - (Oct 2017 – Present)**
 - Responsible for organization and coordination of business systems data implementations.
 - Provide strategic guidance to teams & business system managers in ways that promote Diversified Company culture.
 - Create and maintain best practices across business system's.
 - Data portfolio & oversee all business systems processes.
 - Communicate business systems objectives, goals and progress to business system director.
 - Lead & manage staff of diverse disciplines to develop efficient strategies & tactics ensuring that each system deliver services that will lead to operational benefits.
 - Liaise with different departments to understand current & future needs.
 - Work with vendors, system managers & department heads to develop road map for future system releases.
 - Serve as Functional/Thought leader for Data Management Practices.
 - Perform regular audits for data integrity, identify areas of improvement and work with the Business to course correct.
 - Partner with enterprise leadership in implementing and executing company data objectives and strategy.
 - Create and maintain data standards across the enterprise.
 - Provides oversight and QA for each data project.
 - Support team building and education on new service offerings, products and processes.
 - Assists in technical vetting of full time employees and contractors as needed.
 - Assists technical team in build out of technical development plans.
 - Create Project Management project plans.
 - Coordinates with Practice Leaders and other Business Systems Managers to continually improve Business systems service offerings.
- **Resource Management**
 - Continuously assess available capacity of Corporate Business Systems resources and analyze it against demand to identify resource and competency gaps to deliver projects.
 - Implement and maintain a resource governance structure to request and approve the assignment of resources.
 - Co-lead regular Diversified cross-functional review sessions, to address and resolve resource, scheduling, and financial conflicts.
 - Identify and continuously improve project throughput
- **Finance – Project Coordinator / ERP Project Manager- (May 2017 – Oct 2017)**
 - Execution on Procure2Pay activities for ERP implementation and conversion to Microsoft D365 platform.
 - Optimizing & program development of Procure2Pay processes for D365 project implementation.
 - Strategic Sourcing, using a multitude of vendors, keeping budget costs competitive, resulting in best pricing, effective costs, high quality and speedy delivery
 - Maintain billing reports, job costing, resource calendar, pipeline & cost effective materials plans



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Gilead Sciences – IT & RD Strategic Sourcing Consultant	
(Feb 2015 – Feb 2017) Foster City, CA	

- **R&D Sourcing –IT Project Management (SciQuest)- (Feb 2015 – Feb 2017)**

As part of a Sourcing COE (Center of Excellence) initiative, SciQuest is an online web application, used as a channel strategy procurement consolidation tool, integrated with Gilead’s Oracle EBS (RSI2) system, used to procure lab supplies and small equipment. I was accountable for the successful initiation, planning, execution, monitoring, controlling and closure of project phases, which resulted in:

- Increase in User Adoption from 15% to 42%
- Increased Channel Utilization spend by 33%

My responsibilities were:

- Act as SME for Strategic Sourcing
- Planning, estimating, Demand Management and scenario analysis of R&D Sourcing’s SciQuest Initiative
- Execution on R&D Sourcing’s SciQuest web application expansion (including tool administration, price list updates, supplier catalog add/remove/changes, and end-user communications)
- Optimizing program development processes for R&D Sourcing’s SciQuest Initiative.
- Support R&D SciQuest data and KPI spend analytics requirements for monthly user adoption & channel utilization reporting.

- **R&D Sourcing – Strategic Sourcing (Feb 2015 – Feb 2017)**

- Acted as the key Procurement point of contact for the R&D Team supporting assigned development, pre-clinical and clinical programs.
- Project team leader for all Procurement activities required in support of the respective programs including program-level contracting and execution of study-level contracts for the Contract Research Organization (CRO) relationships across the Clinical Development space.
- Executed defined activities within R&D Sourcing’s Clinical Virology
- Coordinated and conducted ongoing review meetings with key external partners and internal stakeholders.
- Lead for R&D Sourcing’s Lab supplies & Equipment category, facilitating pricing negotiations and pricing agreements for high spend suppliers.
- Supported the R&D study team’s supplier planning activities and acted as lead in key vendor engagements.
- Draft RFIs/RFPs, conduct supplier evaluations, and drive the sourcing/contracting process. This includes on-going maintenance of the contracts (i.e. MSAs, change orders).
- Consulted stakeholders on potential cost savings opportunities, collaboratively develop cost savings initiatives and provide on-going tracking/reporting.
- Executed and supported R&D Sourcing completion of defined contract administration activities for consolidation into the Contract Management System (CMS)


- **IT Sourcing – Strategic Sourcing - (Oct 2015 – Feb 2017)**

- Management of Gilead’s IT maintenance renewal landscape, providing strategic sourcing
- Management of IT Sourcing’s VMO portfolio of dozens of supplier contracts for onshore and offshore staffing contractors, change orders, professional services, & HW/SW requests.
- Support of IT Sourcing and Strategic Sourcing data and spend analytics requirements



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Sinew Solutions, LLC – IT Project Manager (Mobile App)	
(Feb 2014 – Feb 2015) Dublin, CA (Remote)	

At Sinew Solutions, my responsibilities were:

- Business requirements gathering, creating roadmaps, timelines, budgets, product specifications and market specifications
- Job allocation among team members and team supervision, test management, version control and authorization of new releases

PROJECTS:

- **Senior Project Manager - (Oct 2014 – Feb 2015)** *ReQuestz Systems 3.0 Mobile App & Web Content system*
 - Successful Update & Integration of Web content management system for Android & iOS
 - Managed a team of offshore developer resources
- **Senior Project Manager - (July 2014 – Sep 2014)** *Zerenuity 2.0 Mobile App*
 - 22% profitable project completion
 - Complete redesign of UI
 - Successful Android launch
- **Project Manager - (Feb 2014 – July 2014)** *InstaVeme 1.0 Mobile App*
 - Custom Video Editing software creation

Gilead Sciences – Contract Buyer / Sourcing / Analyst	
(August 2010 – June 2014) Foster City, CA	

Senior Financial Analyst I PTP Operations - (Feb 2012 – June 2014)

- Analyze operational and accounting/business issues.
- Work closely with AP to resolve invoicing issues
- Manager – Procure To Pay Frontline Help Desk (Business client interfacing, providing advanced training and knowledge of the Oracle ERP system (Oracle 12), used to facilitate Q&A sessions for end users during ERP transition.)
- Project Management for departmental initiatives

Sourcing/Contract Buyer - (August 2010 – March 2012)

- Buyer Role, providing Strategic Sourcing, using a multitude of vendors, keeping budget costs competitive, resulting in best pricing.
- Core team member for management of ERP implementation and user experience.

EDUCATION:

Bachelor of Arts – Philosophy & Cognitive Studies (Psychology)
 Tufts University –Medford, MA (May 2004)

TECHNOLOGY:

D365	SharePoint	Microsoft Office	Oracle ERP	Alfresco
Power BI	SciQuest	Documentum (CMS)	Adobe Acrobat	Jira

REFERENCES AVAILABLE



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