
Nina Babel, PMP, CSM, CSPO | ninababel@yahoo.com | 240-888-9631

SKILLS

Project Management Oversight

- Agile/Scrum/Waterfall
- SAFe Framework
- Change Management
- Project Scheduling
- Cloud Migration, SaaS, AWS, Mobile, Application Development, Infrastructure
- Software Development Lifecycle (SDLC)
- EPMO Support
- Business Process Improvement

Budgeting

- Financial Forecasting
- Capacity Management
- Resource Planning

Computer Languages/Applications:

- MS Project, MS Office Suite, MS Visio, MS Teams
- Slack, Trello, Asana, Zoom, Google Cloud Platform, and Mailchimp
- PPM Project Server, Planview, Clarity PPM, and ServiceNow
- Atlassian Suite - JIRA/Confluence and IBM Rally
- SharePoint

PROFESSIONAL EXPERIENCE

May 2021 - Present - **NIBA Photography, LLC**

Feb 2022 – Present - **Grant Cardone Enterprises**

Photographer + Part 107 Drone Pilot – Fort Lauderdale, FL

Produce quality images within the parameters of the shoot and maintain creative standards. Work closely with the film crew, Marketing, PR and client for their scripted, documentary-style project, or live/special event. Accountable for daily workflow, lead high-volume productions, shoot schedule, and understanding of all photography situations.

NIBA Management Group, LLC (Nov 2011- Present) (Independent Consultant)

11/2020 - 4/2021 - **ADT (Contract) Sr.**

Project Manager – Boca Raton

Managed IT project teams including end user and third-party provider activities pertaining to the design, development, testing, documentation, and implementation of systems. Drive integration project plans with clear metrics, operating mechanisms and regular updates to stakeholders. Define and execute communication cadence to keep both IT and business stakeholders fully informed.

- Managed all aspects of IT projects including identifying the need, defining scope and objectives, and executing against the project plan
- Managed financials closely to achieve the planned project budget. Monitor & updates monthly

- actuals & future forecasts; develop new/revised estimates as applicable.
- Communicated project updates to key stakeholders, identifying a consistent basis to various stakeholders about strategy, adjustments, and progress
- Supported procurement processing of Statements of Work & Purchase Orders. Process all contract-related artifacts and invoices against project and budget.
- Created project governance artifacts for reviews (tollgates/change requests) and ensure adherence to all ePMO guidelines & procedures and software development lifecycle methodology

9/2019 - 9/2020 - **JM Family Enterprises (Contract)**

Lead ServiceNow team in all aspects of organizational change and business process management as it relates to implementation of the ServiceNow in the ePMO.

○ **Sr. IT Project Manager, Deerfield Beach, FL**

- Supported ePMO by overseeing concept and all delivery aspects of enterprise-wide deployments, software development, and integration of ServiceNow, AWS Migration, Coronavirus Planning Tiger Team, and Information Security projects to our client partners.
- Analyzed the as-is and design the to-be and be able to partner with key stakeholders, Product Owners, and project resources to collaborate and develop integrated solutions.
- Facilitated project planning, daily stand-up meetings, reviews, retrospectives, sprint and release planning, and demos. Assist the Product Owner in the maintenance of backlog and managing projects with JIRA/Confluence.
- Oversight of ongoing compliance to processes across the organization, report metrics against the processes, and continual service improvement efforts to help operations and development teams.
- Ensured appropriate ceremonies occur with valuable outcomes. Drives continuous team improvement. Ensures projects follow the SDLC including a prioritized backlog, documented delivery plan, iteration and dependency identification.

1/2019 - 10/2019 - **North Highland Consulting**

Enterprise-level implementation experience with the ability to manage multiple initiatives with a Security framework delivery focus.

○ **Sr. IT Project Manager, Washington, DC**

- Managed Infosec assessments to team members involved in any/all IT projects, confirm information security deliverables, and oversee the governance per project from start-to-finish.
- Worked cross-functionally with security and infrastructure teams to ensure project requirements are met. Participated in weekly project checkpoints/design meetings with the infrastructure and Architecture team, to design new security solutions.
- Coordination and execution of security tool implementations and solutions.
- Managed project budget and financials, ensuring project health and compliance with IT Policy.

1/2017 - 10/2018 - **Navy Federal Credit Union (Contract)**

Experienced IT leader responsible for project/program management and Application development and IT Modernization strategy, using both Waterfall and Agile experience to lead complex enterprise IT projects.

○ **Sr. IT Project Manager, Vienna, VA**

- Managed large-scale initiatives involving the transition of programs to new platforms and the merger and integration of disparate systems.
- Worked with Development Team to customize code and configurations to our current system with regulatory changes, workflow enhancements, new product offerings, and critical document updates.

- Tracked and communicated to multiple concurrent and complex work streams, project statuses, issues, and risks to stakeholders throughout the project lifecycle, and drive appropriate escalations.

8/2016 - 11/2016 – **OCTO Consulting (Contract)**

○ **Scrum Master, Alexandria, VA**

- Facilitated the Scrum process of planning, weekly staff meetings, weekly reviews, and retrospectives with team and project coordinator and proactively removes impediments to progress.
- Evangelized agile values and principles across the organization and in the community, as well as defining and refining Agile metrics to understand team performance.
- Harnessed the metrics coming from the team and product owner both to help the team improve its own throughput and also to inform Leadership about how the teams are conforming to value.

6/2016 - 8/2016 **Marriott International (Contract)**

○ **IT Project Manager, Bethesda, MD**

- Planned directed and coordinated activities pertaining to technology and mobile app projects, on an enterprise level for a major systems implementation program with multiple releases and work streams.
- Track and report metrics to teams, leaders, senior management. Work with Scrum COE, including Release Train Engineer to increase the effectiveness of SAFe.
- Served in a project management oversight role with team to guide a mobile solution from concept through the development life-cycle of mobile app rollout to hotels.
- Demonstrated ability to work closely with delivery teams to establish expectations and ensure tasks remain on track. Ensures cross functional coordination (analysts, developers and testers) is occurring early and often. Verified project goals are accomplished and in line with business objectives for information technology projects in both Guest and Meeting Services for property hotels.

11/2014 - 6/2016 **Deloitte (Contract)**

○ **IT Project Manager, Rosslyn, VA**

Lead and provide advisory support services in Program Management and Agile methodologies at the Internal Revenue Service (IRS) with the Affordable Care Act (ACA) Filing 16 Program.

- Led and provided advisory support services in Program Management and Agile methodologies at the Internal Revenue Service (IRS) with the Affordable Care Act (ACA) Filing 16 Program.
- Assisted clients in formalizing the tools and processes needed to understand how IT resources and programs create stakeholder (business) value, and process improvements with IT resource allocation.
- Applied change management approach and methodology for both the process and people side of change related to business process, technology
- Developed business change strategies and executed project-based change deliverables for key initiatives, including visioning, stakeholder engagement, change risk and readiness assessment, communications, organizational impact analysis, alignment and transition, and sustainability.

7/2014 - 11/2014 - **United States Patent Trademark Office (Contract)**

○ **IT Project Manager, Alexandria, VA**

Manage a new modernization effort to fully integrate multiple legacy and next generation systems into Patents and Trial Appeals Board system.

- Guided teams in the development of relational database management systems resulting in improved consistency, recoverability and accessibility of data.

- Using Agile SAFe methodology to achieve multiple operational releases consisting of various Sprints to improve the development of the IT system through a prioritized product backlog.
- Worked collaboratively with Business and IT Partner Teams to support development and software delivery. Assists the Product Owner and Technical Product Manager in user story creation/prioritization and product backlog grooming via emergent requirements.
- Interfaced with the development team, IT leads and agency stakeholders totaling 30 people in supporting their roadmap and vision by prioritizing features, release planning of backlog and system demos.
- Facilitated the Scrum process of planning, weekly staff meetings, weekly reviews, and retrospectives with team and project coordinator and proactively removes impediments to progress.
- Ensured full standard reporting on product and sprint backlogs, burndown charts, and velocity metrics after each retrospective.

12/2013 - 5/2014 - **Morgan Stanley (Contract)**

○ **IT Project Manager, Baltimore, MD**

Managing technology initiatives focused on enhancing the firm's outgoing and incoming wire payment and ACH capabilities.

- Managed technology initiatives focused on enhancing the firm's outgoing and incoming wire payment and ACH capabilities.
- Oversaw projects with IT and offshore technology partners through all phases of the software development lifecycle.
- Facilitated large extended teams of 40 people in the Scrum process, planning, weekly staff meetings, weekly reviews, and retrospectives with team and project coordinator and proactively removes impediments to progress.
- Formulated analysis and project execution approaches in coordination with Development, Infrastructure support teams of key dependencies, requirements, impacts, integration points across projects, external system interfaces, and data.

5/2013 - 10/2013 - **FICO (Contract)**

○ **IT Scrum Master/Project Manager (Virtual)**

Managed the project resources as necessary to deliver the requirements as laid out in the SOW and/or other project commitments.

- Performed data migrations from legacy systems to new systems using JIRA to manage sprints, resolve issues in sprint progress, and assist the Product Owner in maintenance of backlog and managing projects with software such as JIRA/Confluence.
- Led the direction, prioritization, planning and execution of large enterprise-wide retail banking fraud defense and mobile Application development projects.
- Led teams across broad technical, financial, and business disciplines. Focused teams on business objectives and tracked progress to ensure project milestones were completed on time, on budget and with the desired results.
- Defined processes and tools best suited to each project. Moved between agile and waterfall approaches depending on project specifics and client goals, creating detailed project road maps, plans, schedules, and work breakdown structures
- Executed Agile/Scrum to ensure successful/Confluence.

7/2012 - 1/2013 - **Bank of America (Contract)**

- **Change Management Project Manager/Scrum Master– Virtual**

Performed change management functions for the Home Affordable Modification (HAMP) Tier II program for Bank of America.

- Executed change management functions for the Home Affordable Modification (HAMP) Tier II program for Bank of America.
- Led and facilitate diverse line of business constituents of 40+ members in a virtual environment to achieve Technology release and U.S. Department of Treasury directive; understand and track IT timelines for implementation of operational and technical processes.
- Supported a Development team doing the programming for primary functions for loan origination applications, define Application development objectives; report scope, schedule, and managing some of the SaFe ceremonies/daily stand-up what team is trying to accomplish, and reporting outcomes of the program to senior management and other stakeholders.
- Executed Test Driven Development (TDD), collaborated with client departments to coordinate systems testing, installation, training, and support.

11/2011 - 7/2012 - **Fannie Mae (Contract)**

- **Finance Project Manager - Washington, DC**

Provided project management support to Fannie Mae on the Home Affordable Modification Program (HAMP) established by Obama in 2009.

- Project management support to Fannie Mae on the Home Affordable Modification Program (HAMP) established by Obama in 2009.
- Strategic advisor assisting VP and Senior Management to assure all project deliverables are produced timely and in accordance with established protocols and process design and procedures with HAMP program.
- Conducted project reviews with Department of Treasury Officials.

12/2008- 11/2011 - **M Squared Strategies**

- **Program Manager – Washington, DC**

Responsible for solution design, execution, and delivery of program support to CFO/Deputy Assistant Secretary and staff. Provide financial metrics analysis and insight into operating performance, link strategic planning to budgeting and performance and make recommendations for improvements.

- Executive support with budget operating plan cycles throughout fiscal year to Congress, strategic and tactical planning, and business process management.
- Managed a portfolio of \$10M in services revenue leading a team of 10-15 consultants.
- Reporting of baseline versus plan and project status to stakeholder community.

11/2006 - 12/2007 - **Chevy Chase Bank**

- **PMO Lead – Project Management Office – Bethesda, MD**

Responsible for PMO expert planning, development, implementation and evaluation of multiple internal strategic bank mainframe modernization projects using the Bank's Software Development Lifecycle. Manage all cross-functional aspects of the engagement, and provide direction to the Project Management Team,

maintaining communications at all levels of management in the bank, and externally, define project scope and develop resolutions to meet productivity, quality and the bank's goals and objectives.

- Supervised the development of project plans constructed from input provided by team leads and senior team members to deployment of the Application.
- Provided oversight over mid-sized projects ranging in \$300K-\$500K.
- Consulted and collaborated with vendors at both the activity and milestone levels to ensure that project meet contractual and technical requirements and specifications.

5/2005 - 11/2006 - **M Squared Strategies**

○ **Project Manager & Team Lead – Washington, DC**

As Consultant Team Lead, managed client, contractor, and M Squared team (from 1-5 people). Provided E-Government expertise to the Federal Government, focusing on assisting end users develop best practices for successful project delivery. Clients include the Veterans Affairs (VA) Office of Enterprise Architecture Management (OEAM), the Office of the CIO, Office of E-Government, and Records Management. In these capacities:

- Provided Program Management support to internal, CIO, Balanced Scorecard, and OMB Reporting, and E-Gov Strategy development centering on Capital Investment and Budget (OMB Circular A-11 and A-76) milestones.
- Produced solution delivery and design performance measurements to comply with Quarterly and Annual E-Government & Lines of Business milestones.
- Briefed client of PMA Scorecard and Standards of Success, Implementation Milestone Plan, OMB Reporting deliverables, OMB and Congressional inquiries.

6/2003 - 4/2005 - **American Red Cross**

○ **IT Project Manager – Washington, DC**

Managed multiple Consent Decree-related projects and related sub-components. Ensured project scope and schedule targets for implementation are within variance, project delivery dates is met, and facilitate the resolution of issues as risks are identified and reported. Defined, interpreted, and presented project milestones and performance metrics as compared to project plan, scope, resources, and schedule to Senior Management, C&CDM, and stakeholders.

- Performed and implemented a four-phased manual and electronic tracking system into fully comprehensive and operational system to assist in fulfilling the American Red Cross's obligation to the FDA
- Provided Analysis and project communication on the performance of initiatives and make recommendations for improvement
- Tracked status and manage 600+ commitments in Commitment Tracking System made in American Red Cross communications with the FDA

9/2001 - 6/2003 - **American Red Cross**

○ **IT Project Manager – Bethesda, MD**

Directed and performed system analyses, user acceptance testing, and managing projects throughout entire lifecycle. Lead and facilitated cross-functional communication between the Sales, Systems, and Development groups to obtain input, support, and acceptance of technological solutions. Primary customer interface for defining project requirements and communicating information to the solution team. Developing, monitoring and tracking cost expenditures to forecasted budgets for client pricing.

- Performed pricing, project plans, procedures, analytical briefs, software and hardware requirements and cost/benefit analyses to establish a baseline for potential clients.

- Provided lifecycle planning in engineering, manufacturing and operations environment.
- Produced products/services on-time and within budget, securing \$2MM in revenue.

9/2000 - 9/2001 - JPM & Chase

- **Senior Business Analyst – New York, NY**

Compiled monthly, quarterly, and ad hoc investment performance asset management information to our Investment Management, Private Banking, and Trust Clients. Managed scope of the financial projects, focusing on its impact, sequence of activities, and project schedule development. Analyzed business requirements and translate business needs of Portfolio Managers within the Fixed Income Investment Management Group, using in-house technological software to develop solutions.

- Automated and designed manual reporting criterion for key project stakeholders, reducing turnaround time from 4 weeks to 7 days.
- Provided business process mapping current and future operational processes and improvements, to ensure 90% of quarterly reports were delivered on schedule. Improved productivity and teamwork.
- Through the use of Six Sigma, produced an error-prone performance reporting process, resulting in a 70% reduction of errors. Partnered with Management, using Six Sigma methodologies to overcome quality issues.

EDUCATION AND PROFESSIONAL CERTIFICATIONS

Bachelor of Commerce, Montreal, Quebec June 1992

Concordia University

- Major: Administrative Management
- Minor: Transportation & Logistics Marketing

Masters Certificate in Project Management, Washington, DC July 1998

The George Washington University, Washington, DC

Certified Scrum Master, Scrum Alliance (Date Achieved: 01/23/13, Certificate #:000233964, Expiration date (07/21/24))

Certified Scrum Product Owner, Scrum Alliance (Date Achieved: 02/22/15, Certificate #:000233964, Expiration date (07/21/24))

Project Management Professional (PMP), Project Management Institute (Date Achieved: 02/02/05, Certificate #: 214817, and Expiration Date: 02/02/24)

Professional Freelance Photographer

PROFESSIONAL MEMBERSHIPS

Active Member - Project Management Institute and Silver Spring Chapter (2005 to present) and Professional Photographers Association (PPA)