JULIAN MERCER

PMO ANALYST

San Francisco, CA | (415) 555-0148 | julian.mercer@email.com | linkedin.com/in/julianmercer

PROFESSIONAL SUMMARY

PMO Analyst with 5+ years building portfolio reporting, governance routines, and delivery metrics at Verizon and PwC. Turns scattered project data into reliable dashboards that help executives prioritize and project managers stay on track.

PROFESSIONAL EXPERIENCE

PMO Analyst Mar 2024 - Present
Verizon, Basking Ridge, NJ

- Consolidated status data for a 64-project portfolio into one Power BI dashboard, replacing four manual weekly reports.
- Standardized RAG status criteria with project managers, improving report consistency and reducing reviewer clarification requests 45%.
- Prepared monthly steering packs covering budget, schedule, and risk trends for a $38M annual technology portfolio.
- Audited project health at stage gates and flagged 11 projects missing required artifacts, helping teams close gaps within two weeks.
- Maintained the resource-demand forecast for 90 contributors, supporting earlier conversations about staffing conflicts.

Junior PMO Analyst Feb 2023 - Feb 2024

- Consolidated status data for 45 projects into a monthly portfolio dashboard in Power BI for the PMO director.
- Standardized project intake forms and scoring, reducing the time to evaluate new requests from 10 days to 6.
- Tracked action items and decisions from weekly portfolio reviews, closing 90% of them by the agreed due date.
- Prepared budget-actual reconciliations for the quarterly forecast, correcting 40 coding errors before leaders reviewed the numbers.

Junior PMO Analyst Jul 2021 - Jan 2023
PwC, New York, NY

- Tracked milestones, risks, and dependencies for 18 client engagements in Smartsheet, keeping data current for weekly reviews.
- Built a governance playbook with templates for charters, change requests, and closure reports used by three engagement teams.
- Analyzed schedule variance trends and shared findings with leads, prompting earlier rebaselining on four programs.
- Facilitated lessons-learned sessions and documented 30 recommendations in a searchable repository.
- Tracked budgets and milestones for 18 consulting engagements, flagging variances above 10% to engagement managers.

CORE SKILLS

Portfolio reporting | Project governance | Power BI | Smartsheet | Microsoft Excel | Jira | Stage-gate reviews | RAID tracking | Resource forecasting | Budget tracking | Dashboard design | Process documentation | Data validation | Stakeholder communication

CERTIFICATIONS

Certified Associate in Project Management (CAPM) | Microsoft Power BI Data Analyst Associate

EDUCATION

B.S. in Business Analytics, Rutgers University, New Brunswick, NJ