

# MARIA H. MARTINEZ, MS, PMP

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## SUMMARY

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Over ten years of experience providing comprehensive project management and consulting services for education and healthcare organizations. Specialize in using the Baldrige Framework for quality and performance improvement. Adept in the use of Agile and Scrum processes, MS Project, MS Teams, and Excel. Fluent in Spanish.

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## EDUCATION

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### Doctor of Business Administration

Walden University | Minneapolis, MN

Anticipated: 2025

Specialization: Leadership

ACBSP -Accreditation Next distinction

### Master of Science in Project Management

Walden University | Minneapolis, MN

2013

### Bachelor of Science in Business Administration

University of Maryland | College Park, MD

2009

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## CERTIFICATIONS

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### PMI Risk Management Professional (PMI-RMP)

Project Management Institute

2018

### PMI Agile Certified Practitioner (PMI-ACP)

Project Management Institute

2015

### Project Management Professional (PMP)

Project Management Institute

2012

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## PROFESSIONAL EXPERIENCE

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### Consultant

Maria Martinez Consulting | Minneapolis, MN

2018 - Present

Currently self-employed as an independent consultant offering project management and recovery services.

#### Key Projects:

- Consult on implementation of a new patient portal. Revised plan for design after loss of vendor contract and project stalled. Negotiated new vendor agreements, drafted new scope statement, and included a risk management process. Project on target for completion within budget.
- Stepped in to manage multi-location childcare center project recovery to complete the development and implementation of a mobile app to streamline and increase communications between centers and families. Assessed issues of scope and schedule, prioritized most important features for implementation. Increased number of iterations to ensure quality implementation. Project completed within budget.
- Developed plan to move 600 employees to new Customer Relation Management (CRM) system. Included employee engagement and communication strategies to manage change and trained 20 departmental liaisons on Agile process and cycles. Obtained and integrated feedback from teams into each iterative version. Created plan for ongoing updates.

### Senior Agile Project Manager

UnitedHealth Group

2014 - 2018

- Supervised four project managers on over 10 projects throughout system of healthcare facilities.
- Collaborated with business team and healthcare professionals to define opportunities for improvement, identify metrics, and ensure alignment of projects.
- Oversaw development of program and project scope statements with business team in accordance with strategic business needs.

- Implemented and communicated project risk management plans and strategies resulting in a smooth, organized workflow and the successful completion of projects. Managed the recovery of troubled projects to ensure quality completion.

## Project Manager

Lifetouch National School Studios | Eden Prairie, MN

2011 - 2014

- Led the development of a stand-alone Project Management Office with five project managers responsible for executing multiple interdepartmental projects and portfolios.
- Performed the role of Scrum Master for multiple teams, utilizing the Agile methodology.
- Defined scope, business case, objectives, and success metrics to ensure effective reporting.
- Managed risk and resolved numerous project issues including staffing shortages, scope creep and divergent business and user needs.

## Associate Project Manager

Wilson Learning Corp | Edina, MN

2009 - 2011

- Coordinated and managed research and development projects.
- Monitored project budgets of up to \$200,000 and updated monthly project reports.
- Communicated with project stakeholders and project team members regarding progress.

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## CONSULTING CAPSTONE

### Scholar-Consultant

Organization-Confidential | Minneapolis, MN

Aug 2020 - Present

Currently completing a doctoral consulting capstone at a nonprofit organization serving at-risk youth.

- Apply the Baldrige Framework to improve organizational performance.
- Contribute to grant writing and fundraising initiatives to increase the number of donors and donation amounts.
- Apply qualitative research skills to gather, evaluate, and communicate data from staff surveys.

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## PRESENTATIONS

Martinez, M. & Johnson, S. (2019, May). *Training departmental liaisons in Scrum methodology*. Agile and Beyond Conference, Detroit, MI

Martinez, M. (2018, November). *Agile metrics for departments*. PMI PMO Symposium, Denver, CO

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## PUBLICATION

Martinez, M. (2017). *"Reflections on Developing a PMO Department."* Journal of Project Management 4(3).

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## COMMUNITY SERVICE

### Volunteer

Boys and Girls Club of Minneapolis

2016 - Present

- Mentor teenage girl offering tutoring, mentoring, and guidance.
- Teach summer coding camp for 10 youth.

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## MEMBERSHIPS & AFFILIATIONS

### Member,

Society for Professional Consultants

2018 - Present

### Member,

Project Management Institute

2016 - Present