

BRADLEY RAE JAMES

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IT PROJECT MANAGER PROFILE

seeking to Leverage 20+ Years of Experience, Resourceful IT solutions Development, and Team Leadership skills in an Technology/Project Management Position. strong background in Disaster Recovery Planning, Testing, and Coordination.

Results-focused manager with a solid track record of working with client and technical staff to deliver projects on time and within budget. Consistent success in meeting both clients' and employers' expectations. Able to drive improvements within technical teams through training and mentoring. Experience in providing Disaster Recovery testing with clients and staff, including 20+ tests with zero failures. Excellent relationship building skills.

Core Knowledge/Skill Areas

- Solutions Design & Development
- Application Project Management
- Technical Troubleshooting
- Business Requirements Analysis
- Senior Executive Consultations
- Systems Design & Integration
- ITIL & ISO 20000 Certification
- Turnaround Management
- Team Training & Leadership
- C, C++, Visual Basic, AS400
- Lean Six Sigma Evaluations
- Common Operating Environment

PROFESSIONAL EXPERIENCES

IT Consultant – BRJVentures Inc. Elgin, South Carolina 2008 - present

Senior Project Manager consulted to create Disaster Recovery plans for PCG/US in Boston, Ma. Created test plans using Microsoft Project. Performed risk management analysis and worked with technical staff to create Disaster Recovery plans for company. Coordinated several other projects for PCG/US while working the DR contract primarily project managing the implementation of Change and Incident Reporting systems for PCG/US.

AFFILIATED COMPUTER SERVICES – Blythewood, SC – 2006-2008

Senior Project Manager

Support 2 key financial clients (Genworth, SunLife of Canada), translating all client requests into work orders and planning activities for implementation within tight schedule. Work jointly with client and employee team members to ensure adherence to standards and goals, including implementation of software upgrades and disaster recovery tests. Focused efforts on maintaining ITIL standards and utilizing Lean Six Sigma methodologies. Oversee audits for ITIL and ISO 2000 requirements. Supervised and mentored teams of 5-20, with 9 projects running concurrently.

Selected Accomplishments:

- Completed the 1st Disaster Recovery testing for both clients by creating plans, including risk management and detail test plans. Upgraded DR plans over the two plus years supporting the clients.
- Provided accounting tracking on a monthly basis for the client and weekly tracking for all projects, including timelines and schedules, using Microsoft Excel/Microsoft Project and Microsoft Word to create and maintain accounting documentation, to ensure on-time fulfillment.
- Recommended use of ITIL and ISO 2000 standards across client/data center; reworked all Help Desk processing to include daily activity and reporting relationships.

ACS / LOCKHEED IMS – Tarrytown, NY – 1986-2006

Information Systems Director

Initially hired as Manager of Technical Services and earned subsequent promotion to Director of Distributed Services. Scope of responsibility included leading technical teams within operating systems areas, IBM OS and Unix environments. implementing technology solutions for various projects, and

performing disaster recovery activities. Supervised teams of 10-15 on average, with project teams ranging up to 35.

Selected Accomplishments:

- Wrote and created the company's 1st-ever Disaster Recovery Plan, leading to significant improvements in error reduction and business continuity; managed 7 upgrades for the company's O/S.
- Created systems for traffic enforcement for Met Police in London and the Haag (respectively), using AS400 technology; introduced technical solution for mainframe traffic system in Melbourne, Australia using IBM COBOL language.
- Contributed to 60% reduction in error handling for major client through development and implementation of Lean Six Sigma solution.
- Implemented mini-platform technical response for the trucking industry, overseeing implementation within various (23) state governments.
- Assisted in technical writing activities for various state and local government RFPs.

PRIOR POSITIONS:

Manager, Technical Services – Pitney-Bowes

Led the introduction of the PRIME hardware and software within 109 regional locations, managing the entire technical process and meeting all deadlines. Managed process to bring the 1st super mainframe from IBM for engineering processing while replacing the PRIME equipment. Developed procedures for implementing software across multiple platforms.

Manager, Technical Services – GK Technologies

Managed technical staff of 4. Reduced daily stock distribution processing run from 8 hours to 3 hours by analyzing and replacing redundant steps (generating cost savings as an additional result). Provided technical expertise for implementation of Burroughs 5500 within the data collection process. Created system to interface with Sears and input data daily as opposed to weekly, reducing processing cycle by weeks for overall processing of cables and other Sears-supported items.

EDUCATION CREDENTIALS

Master of Business Administration in Computer science

Georgia Tech, Atlanta, GA

Bachelor of Arts in English & Math

Martha Berry College, Rome, GA

Professional Development Courses

Multiple AMA Management Courses Through-out Career

Workshops/Seminars: ITIL Workshop, Lean Six Sigma Workshop, Internal & External Auditing Workshop