Allen E. Smith

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Location: Greater Seattle Area

I'm passionate about project and technology business management! I'm a certified Project Management Professional, an active member of the Seattle community, and a content creator on my personal website where I explore best practices for the disciplines. Finally, I'm a team builder who specializes in governance, financial modeling, and business process improvement.

EXPERIENCE

Apptio, Inc.   **November 2018 to Present**
Managed Service Consultant   **Greater Seattle Area**

- Collaborate with a small portfolio of customers on a weekly basis as their Apptio product administrator. Perform all system operations, including reporting, configuration and financial modeling.
- Gather functional and business requirements from the customer and translate them into a hosted solution design based on the customer's individual Technology Business Management (TBM) roadmap.
- Build and manage a project plan with the customer based on their unique needs, TBM roadmap, and business priorities.
- Provide customers with end-user training on delivered product configurations, as needed.

Presentation Design Consultant (Independent)   **September 2018 to Present**

As an independent presentation designer, I work with clients on a 1099 hourly basis and offer the following services:

- Template Creation to standardize branding for individuals, groups, and businesses.
- Presentation Development to build a narrative, express ideas visually, and create an engaging presentation slide deck.
- Presentation Coaching to work with clients to practice and improve the mechanics and technique of giving a presentation, including blocking, delivery, mapping, and timing.

Capgemini Government Solutions   **January 2017 to July 2018**
Senior Consultant   **Washington, D.C.**

- Developed, matured, and led a Project Management Office (PMO) to within Capgemini's largest market account. Managed internal projects and created standard processes to improve Capgemini's Rhythm of Business (ROB).
- Supervised the implementation of an internal Sharepoint repository for project documents. Captured 5 years of historical documents and created a delivery toolkit with standard templates. Deployed the repository enterprise-wide and improved overall project efficiency across the business.
- Managed finances of a T&M project with approx. $700K of monthly revenue. Developed standardized processes for invoicing, forecast modelling, and contractor funding estimates.
- Conducted a full financial analysis of a project with approx. $1M of monthly revenue to align the project with industry best practices. Improved existing forecast models by implementing 3-point and PERT estimation methods.
- Allocated bench staff as a deployment manager, placing 18 people in billable roles and leading to approximately 10,000 hours billed to clients during 2017.
- Supported a critical business development presentation for 6 months as part of a multi-firm team. Facilitated group sessions with senior executives, delivered presentation coaching, and developed final presentation slides.

Consultant   **July 2014 to December 2016**

- Coordinated workflow and managed all communications for an inter-division policy working group. Conducted research, drafted content, and managed the project plan for deploying the policy.
- Assisted in the development of an interactive, video-based training course related to a new client policy. Created learning tools such as fact sheets and quizzes and co-led multiple deployments of the course at client field sites.

EDUCATION

University of Puget Sound   **Tacoma, WA**

- Bachelor of Arts, Politics and Government (International Relations).   **May 2013**

ACTIVITES, CERTIFICATIONS, AND SKILLS

- Certified as a Recognized Technology Business Management Analyst (RTBMA) by Apptio, Inc.
- Certified as a Project Management Professional (PMP) by the Project Management Institute (PMI).
- Extremely proficient with MS Office Suite. Proficient with MS Project, MS Visio, and other project management software.