
Yvette M. Ruiz, PMP

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Specializes in translating innovative, strategic thinking into achievable tactics.
Outstanding track record in driving complex initiatives to successful completion
in the private, public and non-profit sectors.

CORE COMPETENCIES

- Expert project and program management demonstrated through entire business, product, and systems development lifecycles
- Exceptional interpersonal skills, authoritative yet approachable leadership style
- Highly skilled at organizing and leading initiatives in environments with minimal or no formal project management standards; also proficient in several project management methodologies
- Excellent oral and written communication abilities in both formal and informal forums at all levels of an organization
- Hands-on, results-driven orientation; will take on as-needed roles when appropriate and necessary to boost project productivity
- Outstanding judgment in balancing disciplined process with “soft skills” resulting in productive, motivated and collaborative team dynamics

PARTIAL CLIENT LIST

- | | |
|---|-------------------------------|
| ▪ Advent Financial Services | ▪ H&R Block |
| ▪ American Express | ▪ Internal Revenue Service |
| ▪ Ameriprise Financial | ▪ RSM McGladrey |
| ▪ The Aspen Institute: Initiative on Financial Security | ▪ US Bank |
| ▪ City of San Francisco | ▪ Wipfli CPAs and Consultants |

PROJECT PORTFOLIO (*Engagement details available upon request*)

- | | |
|-------------------------------------|------------------------------------|
| ▪ Project & Program Management | ▪ Introducing New Service Lines |
| ▪ Acquisitions & Mergers | ▪ Methodology Design & Rollout |
| ▪ New Product Launches | ▪ New Business Development |
| ▪ Start-Up & Growth Initiatives | ▪ Cross-Functional Team Leadership |
| ▪ Process Definition and Evaluation | ▪ Third-Party Vendor Management |

EMPLOYMENT HISTORY

YMR Management Solutions **1993-Present**

President & Executive Project Management Consultant

- Lead new programs from ideation and start-up through launch and post-mortem/evaluation
- Design and implement new process and methodologies to support performance and productivity
- Industries: Financial Services (Banking, Brokerage, Tax preparation, Financial planning, Mortgage, Insurance), Software Development, Nonprofit and Government
- Functional areas: Product development, Sales, Marketing, Legal/Compliance, Operations, Field organizations, Customer service, Training, Information technology, Human resources, Strategy, Finance

Arthur Andersen/Andersen Consulting (now Accenture) **1986-1992**

Manager, Integrated Services & Technology

IBM Corporation **Summers 1984 & 1985**

Programmer – Summer Intern

EDUCATION & CERTIFICATIONS

University Of Iowa **1982-1986**

B.S. Computer Science with Honors, Concentration in Business

G.P.A. 4.0/4.0, *summa cum laude*

Project Management Professional (PMP)..... Certified through Project Management Institute (PMI)

ADDITIONAL INFORMATION

- Adept at managing remote teams and directing team resources from multiple organizations
- Flexible for travel or temporary relocations
- References are available upon request