

Elena Roxana Giusca (Roxy)

SUMMARY

A seasoned Program and Project Manager with expertise in managing remote cross-functional teams and delivering complex IT projects on time and within budget. I leverage Agile, Scrum, and hybrid methodologies to drive process improvements, optimize resource allocation, and manage risks effectively. I am seeking a full-time, remote position as a Senior Project Manager, GIS Manager, or IT Director, where I can apply my technical knowledge and leadership skills to ensure successful project outcomes.

CORE COMPETENCIES

AI & Project Management:

- AI Certification in Project Management from AI CERTs
- PMI Certification - badge for AI Project Management
- Generative AI tools for project work
- AI applications in project management
- Remote collaboration tools (Jira, Confluence, MS Teams)
- Risk management for remote teams
- Budget and resource optimization

Project Management:

- Project scope definition, planning, and execution
- Remote project execution across cross-functional teams
- Agile, Scrum, Waterfall, and hybrid methodologies
- Risk management and issue resolution
- Stakeholder communication and team leadership
- Budget management and financial forecasting

Technical Skills:

- Jira, Confluence, Salesforce, DevOps, MS Office Suite
- Esri ArcGIS Enterprise, ArcGIS Online, ArcGIS Pro – automation using Python and Model Builder
- AI tools and platforms for project management

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Industry Expertise:

- Finance, Investments, Insurance, Utilities, GIS, Education
- Communicated project expectations to team members and stakeholders.
- Liaised with project stakeholders on an on-going basis.
- Estimated resources and participants needed to achieve project goals.
- Drafted and submitted budget proposals and recommended subsequent budget changes.
- Determined and assessed the needs for additional staff or consultants and made appropriate staffing adjustments during the project cycle.
- Managed project expectations with team members and other stakeholders.
- Program management and Project Management Tools (Jira, Miro, MS Project, Confluence etc)
- Identified and resolved issues and conflicts within project team.
- Identified and managed project dependencies and critical path.
- Planned and scheduled project timelines and milestones using MS Project, Primavera, Jira etc
- Tracked project milestones and deliverables.
- Developed and delivered progress reports, proposals, requirements documentation, and presentations.
- Managed changes in project scope, identifies potential concerns, and devise contingency plans.
- Resource allocation management and client management

EXPERIENCE

September 2022– present
Senior Project Manager
at Endava

Responsibilities:

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- Project Management and Scrum Master in IT project in the area of financial, investments and insurance businesses
- Acted as IT Workstream lead in Merger and Acquisitions (managed 6 projects)
- Program Manager for Internal Tech:
- Develop business plans including investments needed for the Interoperability Suite and lead product managers to implement business plan practices
- Lead and manage the project management team, including coaching, and setting the direction and priorities for the team
- Managed distributed teams across different time zones, ensuring seamless communication and task allocation.
- Effectively tracked project progress using Jira, ensuring alignment with project milestones.
- Conducted remote stakeholder meetings to report progress and manage expectations.
- Performed resource allocation and risk management to optimize project outcomes.
- Define and implement product management processes and best practices
- Collect inputs, expectations, and requirements from multiple stakeholders including customers and internal cross-functional teams
- Prioritize product development initiatives for existing products and emerging technologies based on market demand, business objectives, and resource availability
- Collaborate with the Corporate Strategy team on the portfolio strategy including evaluation of build vs. buy decisions
- Manage the product portfolio lifecycle for all offerings including pricing, product performance tracking, and service requirements
- Communicate product portfolio vision and priorities to co-workers and collaborate with Marketing to create materials for sharing with customers and prospects

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March 2022 – August 2022

Senior Project Manager

at Tremend Software Consulting

Responsibilities:

- Managed the largest company's project for European Union – European Commission – EACEA for an educational platform development
- Managed distributed teams across different time zones, ensuring seamless communication and task allocation.
- Effectively tracked project progress using Jira, ensuring alignment with project milestones for the multi million project budget
- Conducted remote stakeholder meetings to report progress and manage expectations.
- Performed resource allocation and risk management to optimize project outcomes in an Agile Scrum framework.

May 2019 - February 2022

Project Manager/Strategic Consultant

at Esri

Responsibilities:

- Managed large GIS Projects for Electric and Gas Utilities for Esri Utility
- Experience managing using approaches like Waterfall and Agile
- Wrote proposal as FFP and T & M
- Led teams of various professionals
- Acted as Strategic Advisor for various utilities in US
- Supported sales, demonstrations, account managers and other teams regarding product features and functionality.
- Experience using tools such as MS Project, DevOps, Jira, Salesforce et other.
- Delivered software product projects within the constraints of scope, time and cost to agreed levels of

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- quality, within the project management framework.
- Managed distributed teams across different time zones, ensuring seamless communication and task allocation.
- Effectively tracked project progress using Jira, ensuring alignment with project milestones.
- Defined documented and managed large-scale projects with minimal supervision, worked with multiple teams that had differing priorities and working/cultural practices.
- Actively participated in all phases of the project or specific phases of larger projects.
- Effectively managed project team conflicts built collaborative partnerships with stakeholders.
- Conducted remote stakeholder meetings to report progress and manage expectations.
- Performed resource allocation and risk management to optimize project outcomes.
- Estimated costs, timescales and resource requirements for the successful completion of each project to agreed scope and constraints.
- Prepared and maintained project plans and tracks activities against the plan
- Implemented effective communication plan and operating rhythm, including provision of regular and accurate reports
- Managed change control gaining agreement for revisions from project stakeholders

May 2014 - May 2019

Manager of IT/GIS

at Hendricks Power Cooperative

Responsibilities:

- Led IT/GIS project management tasks
- Coordinated various IT projects such as Cyber Security, IT Ticket management system, IT inventory-Supervised the conversion of the entire system to a digital format etc.

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- Completed the Risk Mitigation and Cyber Security plan for the corporate
- Achieved to have an integrated system and a solution for broadband and locators built in house
- Accomplished the creation of policies and provided training to educate the employees about the cyber security challenges.
- Facilitated creation of IT project definition documents and plans for each project
- Managed IT and GIS staff and VMware infrastructure- Budgeted for all the IT equipment
- Conducted remote stakeholder meetings to report progress and manage expectations.
- Performed resource allocation and risk management to optimize project outcomes.
- Designed and delegated reports
- System integration and application development; QA/QC
- Implemented cyber security protection technology for mobile devices and desktops.

June 2010 - September 2014

GIS Data Management / Analyst

at Pioneer Electric COOP

Responsibilities:

- Provided training in Information Systems Technology
- Managed the GIS and Field technology vendors
- Performed periodically GIS Server hardening to prevent unauthorized data leakage, access control and security changes
- Achieved the creation of GIS application for property tax which applies to the electrical equipment
- Partnered with the rest of the IT team to implement security awareness programs and instituted compliance metrics to decrease enterprise risks
- Managed data acquisition, processing, storage and results-

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- Server administrator for the GIS/ArcGIS Server/SDE (Enterprise GIS)
- Supervised GIS projects and personnel (external contractors/internal personal doing field inspections)
- Conducted remote stakeholder meetings to report progress and manage expectations.
- Performed resource allocation and risk management to optimize project outcomes.
- Coordinated mobile applications and field inspections.

May 2010 - May 2019

Owner and CEO

at GISS, LLC

Responsibilities:

- Provided training in Information Systems Technology
- Managed personnel for sales and project management developing project ideas and business strategies
- Provided consulting for Pioneer Electric in using NISC Technology
- Conducted testing on behalf of clients for technology used

September 2009 - May 2010

Adjunct Professor

at Cincinnati State Technical and Community College

Responsibilities:

- Taught Relational Databases for GIS and GIS Advanced for Public Safety

January 2007 - May 2010

GIS Principal

at Boundless Flight Inc.

Responsibilities:

- Drove strategic thought leadership and facilitate executive level communication

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- Coordinated the support to clients through program analysis, programming development, and program modification to support the clients' Geographic Information Systems
- Integrated the Cyber Security criteria as part of the employee evaluation standards-Supervised the sale team and other technicians at national and international level
- Conducted activities related to coding, testing, implementation and system documentation-Interacted with other technical and IT personnel as well as customers
- Maximized business systems requirements and provide programming/systems expertise to support the decision making and business systems development as required by Boundless Flight's client organizations
- Provided analysis and other recommendations to improve the use and execution of these business process and information systems

October 2001 - August 2006

Tenured University Associate Professor

at University Christian Dimitrie Cantemir, Romania

Responsibilities:

- Led the Master Program as Chair-Managed Department personnel
- Taught GIS, IT and Geography - Coordinated multiple projects in research-Budgeted the resources for the program-Successfully interacted with other universities

EDUCATION

University of Bucharest

Doctorate in Geography

2001 – 2006

“Cum laude” honors

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University of Bucharest

Master in Ecotourism and Rural Tourism

2003 - 2005

Lucian Blaga University of Sibiu

Master in Computer Science and Engineering

2003 – 2005

University of Bucharest

Bachelor in Geography and Tourism

1993 - 1998

CERTIFICATIONS

2009 – current: - GIS Professional Certification issued by GISCI

2024 – AI+ Project Manager issued by AICERTs

2024 - Data Landscape of GenAI for Project Managers issued by PMI

2006 – Oracle Siebel Certified

LANGUAGES

Romanian - Native

English - Advanced