Liam O’Connor Junior Project Manager

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PROFILE SUMMARY

- **Junior Project Manager** with **3 years** in **healthcare distribution IT**, running small software and device rollout projects in Cardinal Health’s **IT PMO**, each with a budget under $1M.
- Plans in **Microsoft Project** and **Smartsheet**, tracks sprint work in **Jira**, builds status reports in **Power BI** and Excel, and keeps charters, RAID logs and meeting notes in SharePoint.
- Knows **Waterfall** phase gates for hardware rollouts and **Scrum** for app work, holds the **CAPM**, and is learning earned value and vendor SOW reviews from the senior project managers.
- Works with **distribution center managers**, infrastructure engineers, the service desk and **vendor field technicians**, and runs the weekly project meeting where each open issue leaves with an owner.
- Wrote the **project closure checklist** the IT PMO now uses on small projects, shows interns how to keep the RAID log, and is booked to sit the **PMP** exam in early 2027.

TECHNICAL SKILLS

Project Methodologies:	Waterfall, Scrum, Kanban, Hybrid (basics), PMBOK Guide
Project Management Software:	Microsoft Project, Smartsheet, Jira, ServiceNow SPM (basics)
Planning & Control Techniques:	WBS, Gantt charts, Critical path method, Schedule baselines
Risk & Change Tools:	RAID logs, Issue logs, Change requests, Lessons learned
Reporting & Collaboration:	Excel, Power BI, SharePoint, Microsoft Teams
Contracts & Procurement:	Purchase orders, SOW reviews (basics), Vendor scorecards
Certifications:	Certified Associate in Project Management (CAPM), Certified ScrumMaster (CSM)

EDUCATION

Boston College, Carroll School of Management — **B.S. in Management, Operations Management** — Chestnut Hill, MA · Sep 2019 to May 2023

WORK EXPERIENCE

Cardinal Health — **Associate Project Manager, IT** — Dublin, OH · Jul 2023 to Present

- Planned the swap of **1,140** handheld scanners across 6 distribution centers in Microsoft Project, with a site-by-site critical path, and finished every site **2 weeks** ahead of the baseline.
- Wrote the charter and WBS for moving pharmacy order reports into Power BI, turning 40 requested reports into the **18** the business owner signed off before any build work started.
- Ran 2-week **Scrum** sprints in Jira for a 6-person team building a returns tracking app, and the team met **9 of 10** sprint goals in its first 5 months.
- Kept the project **RAID log** in SharePoint with an owner and a date on every item, and caught a Wi-Fi coverage gap at 2 sites **5 weeks** before go-live.
- Sent a weekly RAG status report to 3 IT directors and ran each project’s closure review, and the PMO made my lessons-learned template standard for **11** small projects.

Huntington National Bank — **Project Management Intern** — Columbus, OH · Jun 2022 to Aug 2022

- Tracked actuals against the budget for a **$640,000** branch tablet rollout in Excel with the project manager, and found duplicate vendor invoices before the month-end close.
- Checked vendor delivery dates against the statement of work for 4 hardware and install vendors, and logged each missed milestone, which **2** vendors then fixed under the contract’s SLA terms.
- Logged and sized **17** change requests for the project’s change control board, writing the schedule and cost impact for each one before the weekly review.