

# Tania Green –IT Project Manager

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## Summary

PMP-certified Project Manager with 6+ years supporting and governing complex federal IT programs within a PMO environment. Proven experience overseeing multi-project delivery operations, resource management, procurement lifecycles, financial tracking, and stakeholder coordination. Recognized for strengthening governance, managing vendor relationships, and enabling leaders to make informed scope, budget, and staffing decisions.

## Experience

### **SR. BUSINESS OPERATIONS ANALYST | ACCENTURE FEDERAL SERVICES | JAN 2024– PRESENT**

- Serve as Deputy PM for an enterprise system upgrade across full project lifecycle for Costpoint, Cognos BI, and Sub Time applications.
- Supported cutover planning and execution, ensuring environment readiness and stakeholder alignment for successful production deployment.
- Managed post go-live activities, including lessons learned and formal handoff of open issues and pending customizations to operational teams.
- Led daily testing triage sessions by presenting test execution dashboards created in JIRA Zephyr, driving resolution of defects and minimizing blocked scripts across 500+ test cases.
- Develop executive-level status reports for weekly stakeholder meetings and biweekly leadership meetings, summarizing project risks, schedule health, and resource allocation.
- Maintain detailed project documentation including project plan, and project workbook to include RIDA logs, change requests, and communication plans.
- Oversee PMO functions including resource tracking, identity access management, charge code governance, and enterprise communications to ensure alignment with program delivery timelines and compliance standards.
- Partner with Subcontracts Management and Supply Chain and Risk Management to ensure vendors meet CMMC compliance requirements and contractors maintain citizenship eligibility in alignment with federal contract standards.
- Manage end-to-end procurement lifecycle (SOW development, POs and invoicing, contractor onboarding/off boarding, change requests), ensuring alignment with scope and budget baselines, and contractual delivery requirements. Includes cross-functional coordination between PMO and finance teams to improve forecasting accuracy.
- Prepare monthly accruals for telecommunications and contractor spend, identifying purchases that need rebooked and project code changes to ensure financial accuracy and reporting integrity.
- Conduct variance analysis between forecasted and actual spend, providing executive-level justification for significant deltas.
- Research and implement automation opportunities to streamline resource onboarding and improve PMO operational efficiency.

### **BUSINESS OPERATIONS ANALYST | ACCENTURE FEDERAL SERVICES | JAN 2022 – DEC 2023**

- Built executive dashboards using ServiceNow procurement and financial data to track spend trends, vendor performance, and acquisition impacts, informing budget and staffing decisions.
- Authored and implemented 10+ SOPs, improving reporting accuracy and onboarding efficiency by 40%.

### **BUSINESS OPERATIONS ASSOCIATE | ACCENTURE FEDERAL SERVICES | AUG 2019 – DEC 2021**

- Provided support for financial modeling, workforce planning analysis, and performance reporting to aid enterprise IT initiatives and guide executive decision-making.

## **IT FINANCE INTERN | ACCENTURE FEDERAL SERVICES | JAN 2019 – JUL 2019**

- Developed Power BI dashboards to analyze recurring ServiceNow incidents, enabling teams to prioritize remediation and infrastructure improvements.

### **Education**

**MBA, IT MANAGEMENT** – Western Governors University

**B.S., DATA ANALYTICS** - Western Governors University

**A.S., INFORMATION TECHNOLOGY** – Northern Virginia Community College

### **Certifications**

**AWS Cloud Practitioner, COMPTIA Project+, COMPTIA Data+, PMI-Project Management Professional (PMP)**

### **Skills & Abilities**

Stakeholder Engagement, Executive Communication and Reporting, Change Management, Budgeting/Forecasting, Data Analysis, Strategic Planning and Initiative Execution, Procurement/Vendor Management, Resource Management, Contract Management, Audit and Compliance, Risk Management, Cross-Functional Leadership

**Tools and Systems:** Costpoint, Cognos BI, Excel, JIRA (Zephyr), Process Unity, Project Plan, Power BI, Salesforce, ServiceNow, SharePoint

**Languages:** B1/B2 Spanish proficiency

**Ability to obtain clearance.**