

LINNÉ | PULLAR

LINNE@PULLAR.COM

11410 NE 124TH STREET, #611

KIRKLAND, WA 98034

425.814.2547

OBJECTIVE

PROJECT MANAGEMENT

Turning your vision into a reality. Working with you and your team in a tactical capacity to scope, plan, staff, track, coordinate and deliver your project on time and within budget.

PROVEN CAPABILITIES

- Highly organized Project Manager: analyzes, organizes, and guides work to completion through teamwork and efficient use of resources
- Focuses on getting results, builds and implements project plans, develops budgets, staffs project resources, and tracks progress for technical and nontechnical projects
- Develops and validates software requirements and functional specifications
- Trains users in new and existing technologies; documents business flow and processes
- Designs and develops stand-up technical training, Internet training and sales seminars
- Experienced with programming languages, databases, and telecommunications

AREAS OF EXPERTISE

Project Management

Budget Development

Process Scheduling

Process Design

Quality Assurance

Executive Reporting

Writing

Instructional Design

Resource Staffing

Organization

Production Management

Team-building

Leadership/Mentorship

Time Management

EDUCATION

Masters of Software Engineering, Seattle University

Training Specialist Certification, University of Washington

Bachelor of Arts – Administrative Office Management
(Specialization in Systems), Central Washington University

PROFESSIONAL EXPERIENCE

Consultant

Pullar Productions

Production Manager

Program Manager for

Microsoft Training Management System (TMS)

Quality Assurance Manager

Licensing and International Training

Microsoft Corp

Program Manager

Product Line Training Unit Manager

Instructional Design Group Manager

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- Developed and drove the business plan and budget for a \$1 million Microsoft licensing and international instructor certification program. Significantly reduced department costs by designing and implementing a complete licensing program which included the certification process.
- Developed and validated user requirements and functional specifications for a Microsoft training management and student registration database system that targeted both local and international subsidiaries.
- Directed and coordinated all aspects of product design and development for the Microsoft New Mouse, including programming, documentation, and testing.
- Built a multi-product applications test organization for Microsoft. Staffed, coached and developed quality assurance and software test teams for software applications and an entertainment CD-ROM.
- Developed quality assurance, test plans and budgets, maintained ongoing tracking and reporting of software stability, and produced a final project findings report for executive management.
- Directed the instructional design resources, strategy and schedule of a highly successful 20-hour GTE telecommunications CD-ROM training program.
- Facilitated the innovative development approach and implementation of a 16-course GTE telecommunications software training curriculum. Topics ranged from directory assistance to network configuration. Oversaw timely delivery of the courses within a 5-month development period.
- Built, coached and led award-winning instructional design teams on topics including SQL Server, programming, operating systems, networking, and telecommunications.
- Directed all courseware development aspects for one-day and three-day SQL Server 2000 High Availability training courses that targeted database engineers working in the field.
- For Microsoft Services Operations Readiness, project-managed the development of operations white papers, job role white papers, and training products related to business practices. Staffed and coordinated project resources, and ensured the delivery of high-quality documents to meet the training needs of project management professionals in the field.
- Designed the content architecture and document layout for both project-management and software-documentation projects, delivering production-ready materials to clients.
- Designed and implemented "look and feel" of the Microsoft Enterprise Project Management (EPM) solution accelerator documentation.
- Recognized by Microsoft executive management for outstanding performance in teamwork and meeting deadlines.