

Theveline Felix, PMP

EXPERIENCED DEIB PROGRAM
& PROJECT MANAGER

Fully Vaccinated

Seasoned and certified project manager with over 6 years of experience driving unique projects within human resources, technology, marketing, and financial services through a diversity & inclusion lens. Demonstrable track record in program and project management with expertise in coaching, stakeholder management, coordinating teams, recruitment, strategic planning, internal/external mass communications, and budget management. Extensive experience with Agile/Scrum/Kanban/Waterfall project management methodologies with the ability to drive transformation and lead projects to generate business value. Professional DEI work experience developing and completing DEI strategies company-wide while building relationships and communicating with cross-functional partners.

CONTACT



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EDUCATION / CERT.

BS in Communications

Old Dominion University

Project Management Professional (PMP) Certification

Grant Date: Nov 2021 / Expiring Date: Nov 2024

KEY SKILLS

- ◆ Program/Project Management
- ◆ Diversity, Equity, and Inclusion
- ◆ DEI in Technology Strategy
- ◆ Remote Work and Virtual Collaboration Professional
- ◆ Stakeholder Management
- ◆ Complex Problem-Solving
- ◆ Data Analysis
- ◆ Team Building & Leadership
- ◆ Performance Appraisals
- ◆ PMIS (Trello, MS Project, Basecamp, Asana, Jira, Rally)
- ◆ HRIS (Workday) / Payroll (ADP)
- ◆ Team Leadership & Mentorship
- ◆ Technology Integration
- ◆ Sourcing and Onboarding
- ◆ Vendor Management
- ◆ System Testing & Deployment
- ◆ Agile Methodologies
- ◆ Database Management
- ◆ Contract Management
- ◆ Effective Communication Skills

ADDITIONAL EXPERIENCE

Digital Transformation Account Manager

WVEC – 13news Now

November 2016 – September 2018

Digital Transformation Analyst

Daily Press Media Group

May 2015 – November 2016

CAREER HIGHLIGHTS

- ◆ **Designed and facilitated an award-winning early talent program with professional development and technical skills trainings for non-degreed Emerging Tech Talent** while collaborating with 79 stakeholders across the enterprise resulting in the full-time hiring of 56% of program participants into American Express
- ◆ **Reduced project resource sourcing costs by 48%** through the launch of the Virtual Diversity Tech Career Fair
- ◆ **Conducted data gathering to present market research which showed cost benefit analysis for the \$850,000 budget** determined for the multi-campaign projects of the digital clients
- ◆ **Trusted leader known and respected for leading successful change in projects while** leading project management for all phases of 80 diverse digital transformation projects in one fiscal year
- ◆ **Known for ability to produce high-quality deliverables** that meet or exceed timeline & budgetary targets.
- ◆ Knowledge and use of **analytical, problem solving, time management, thought leadership, team building, motivational and team building skills** needed to manage multiple factors on a project simultaneously.
- ◆ Understanding of dimensions of diversity and intersectionality of identity with **background in collaborating with people of all backgrounds and identities to advance organizational culture.**

EXPERIENCE

Project Manager, Equity and Diversity (Contractor)

Google (via ICONMA) | February 2022 – Present

- ◆ **Managed all phases (from business requirements through deliverables tracking and post-mortem analysis)** of the publication of Google's flagship, *Diversity Annual Report*.
- ◆ Conducted & developed backwards planning and key documents (e.g. RACI, GANTT chart, SOWs)
- ◆ Managed cross-functional stakeholders through proper information flows and implementation of decision making and approval processes

Emerging Talent Program Manager

American Express | January 2021 – March 2022

- ◆ **Lead the end-to-end program management of Emerging Tech Talent workforce planning, onboarding, and technical training processes** across the New York, Sunrise, and Phoenix markets to meet the business strategy
- ◆ **Manage agile projects across diverse cross-functional teams** including engineers, security analysts, legal, recruiters, HRB partners, and learning & development
- ◆ **Improve technical projects framework and completion rate for 58 cross-department colleagues** by leading the end-to-end transformation of resource management plan
- ◆ **Engage external partners and internal senior stakeholders to establish approaches for representing vision, tone, and brand of Emerging Tech Talent** with the goal of scaling the program into additional business units and markets

Program Manager, Diversity Recruitment Strategies

National Urban League | January 2020 – September 2020

- ◆ **Established and executed the technology assets recruitment strategy of diverse candidates for corporate partners**, including but not limited to Google, Verizon, Facebook, Indeed, LinkedIn, and Microsoft utilizing Agile methodology, tools, and techniques
- ◆ Collaborated with stakeholders to **determine project scope, resource requirements, and implementation tasks**, for recruitment website redesigns and technical training projects.
- ◆ **Generated over \$2 million in annual revenue** by managing venue selection, contract negotiations, and communication of logistics for technology recruitment events

Online Marketing & Advocacy Associate Specialist / Project Lead

World Wildlife Fund | September 2018 – December 2019

- ◆ **Promoted conversations around DEIB** in the environmental and conservation sector for 5,000+ employees by developing a highly effective diverse speaker event series
- ◆ **Facilitated the implementation of diversity strategy solutions across the organization while serving as a lead committee member of D&I working group**
- ◆ **Increased members and activists base** by developing and executing against project plans while mitigating risks and analyzing deliverables through a diversity and inclusion lens
- ◆ **Advised C-level stakeholders and management in emerging diversity, equity, inclusion issues**