Dear University of Wisconsin Madison,

I am writing to express my enthusiastic interest in the IT Portfolio and Project Management Office Associate Director position. With a proven track record in business transformation consulting, organizational change management, project management, and business systems analysis, I am confident in my ability to drive impactful results and lead successful initiatives within your organization.

Over the course of my 6 year career, I have amassed a wealth of experience and expertise that aligns perfectly with the responsibilities and requirements of the Associate Director role. My multifaceted background includes:

1. **Business Transformation Consulting**: I have led numerous business transformation initiatives for a diverse range of clients, successfully aligning business processes with strategic objectives. By collaborating closely with stakeholders, I have facilitated the identification of pain points and opportunities, leading to the design and implementation of efficient and innovative solutions.

2. **Organizational Change Management**: My proficiency in change management strategies has enabled me to guide teams and organizations through periods of transition. I have a track record of fostering buy-in from employees at all levels, ensuring smooth transitions, and achieving sustainable outcomes.

3. **Project Management**: As a skilled project manager, I have consistently delivered projects on time, within scope, and within budget. My ability to create comprehensive project plans, allocate resources effectively, and mitigate risks has resulted in the successful execution of complex projects and programs, including financial system modernization, process optimization, digital transformation, organizational restructure, ERP implementation, software development products/services and SharePoint migration.

4. **Business Systems Analysis**: Through in-depth analysis, I have identified process inefficiencies and technological gaps within organizations. My technical acumen and collaboration with IT teams have led to the development and implementation of systems that optimize operations and enhance overall performance.
I am drawn to University of Wisconsin - Madison due to its reputation for fostering innovation, its commitment to excellence, and its dedication to leveraging technology for strategic advantage. I am eager to contribute my expertise to your dynamic team and play a pivotal role in advancing your portfolio and project management endeavors.

My leadership skills, strategic thinking, and ability to navigate complex organizational landscapes make me a valuable asset in driving successful project outcomes. I am excited about the opportunity to further discuss how my qualifications align with your needs and contribute to the ongoing success of the University of Wisconsin - Madison.

Thank you for considering my application. I look forward to the possibility of discussing my potential contribution to your team in more detail.

Sincerely,

Jonathan Yancy
EDUCATION AND CERTIFICATIONS
University of Wisconsin Platteville
Master of Science in Organizational Change Leadership, Project Management  Graduation: May 2021
Master Certification in Project Management (MCPM)  Issue Date: Dec 2020
Scrum Alliance
Certified Scrum Master (CSM)  Issue Date: April 2022
Advanced – Certified Scrum Master (ACSM)  Issue Date: April 2023
Certified Scrum Professional – Scrum Master (CSP-SM)  Issue Date: June 2023
Professional Scrum - Product Owner (PSPO)  Issue Date: May 2022
University of Wisconsin Platteville
Bachelor of Science in Business Administration Emphasis of Finance  Graduation: Dec 2018

EXPERIENCE
Business Transformation Consultant (PMO/TMO) – Summit Credit Union  March 2022 – Present
- Co-lead the project effort and design the project approach including process, structure, and people
- Lead the piloting and implementation of standardized dashboard portfolio and project reporting
- Partner with business and product owners in setting and promoting strategic direction (guiding principles, vision, and success metrics) for the project to achieve the intended business outcomes and results
- Work with external clients to drive digital transformation and change management activities
- Facilitate project and product roadmap creation via a Minimum Viable Product (MVP) planning model
- Act as a servant leader, coach, and mentor to team members in driving continuous improvement with efficient delivery of business value utilizing Agile Methodology
- Enable and promote team environments of collaboration across all roles and functions
- Oversee the Agile process and surface day-to-day impediments and risks to facilitate progress
- Promote the utilization of available tools to maximize productivity with a focus on collaboration, automation, and simplicity
- Identify and develop change management plans, engaging other internal training, communication, or business experts, by defining the potential impacts of proposed or developed solutions
- Provide leadership updates regarding MVP and deployment progress, results, and feedback regarding project work
- Review project deliverables and artifacts to ensure quality, as well as adherence to Transformation Office standards
- Ensure consistent delivery/execution of each project to drive to a consistent experience for our business partners
- Drive innovation by maintaining current knowledge of developments in technologies and platforms, acting as a champion for the user experience and innovation

Change Consultant Enterprise Transformation – Baker Tilly US  Jan 2021 – March 2022
- Develop change management strategies and plans aligned to core change management methodology
Integrate appropriate change management techniques into established plans

Execute change management plan(s) and associated activities including stakeholder analysis and management, organizational readiness assessments, change impact analysis, communications and training

Work as the overall advocate to various stakeholders relative to implications of the future state on strategy, people, process and technology

Deploy change management techniques (e.g. communication, training, focus groups and many more techniques) to assist in the transition to the future state

Gather and analyze detailed information about the process design and the impact on the roles and the organizations affected. Understand the significance of changes to provide recommendations regarding expected organization impacts, and how to prepare the organization

Generate and maintain advocacy at the executive level of the respective organizations and stakeholder buy-in for the implementation project

Support the impacted businesses with information and detailed frameworks, where appropriate, to ensure that they can conduct the necessary activities to minimize organizational risks

Measure effectiveness of change management plans and make adjustments where necessary

Organizational Change Consultant (Self-employed) - Wellpoint Business Consulting August 2020 – Jan 2022

- Pro Bono change strategy and design following innovative PROSCI ADKAR and Kotter approaches.


- Maintaining open communications and relationships with key stakeholders, customers, and clients
- Supporting and maintaining existing applications (Microsoft 365 tenant), assist in the development of user communications
- Implementing process improvements and systems enhancements of low complexity to meet customer and business needs
- Participating in medium to large projects by gathering documentation of business requirement, assisting with application design with functional/technical design documents, interface specifications, role/user security design, and other software development lifecycle deliverables
- Building, creating and testing new workflows (Nintex) in stage and production environments for various business units to streamline business processes and mitigate human entry


- Developed a change management strategy based on a situational awareness of the details of the change and groups impacted by the change. Utilization of Prosci/ADKAR Model to manage impacted stakeholders
- Managed work-plan activities, reporting status, and assisting business unit-designated change resources to stay on plan
- Provided analytics on transformation change management status for management consideration
- Provided guidance and coaching to program sponsors, stakeholders and business unit management to facilitate successful transformation. Additionally, conducted trainings for identified change agents
- Customization and designing of SharePoint Intranet site to accommodate virtual employee training/onboarding, business processes, and special project initiatives to promote operational efficiencies
- Created and implemented a survey that assessed organizational culture and provided insights to key stakeholders to provide diagnostics of the environment and develop actionable items to sustain the change

Credit Analyst Assistant - Heartland Financial USA Inc. Dec 2018 – June 2019

- Maintain pipeline report which is used to monitor workflow within the department by logging lender input sheets and requests for financial spreads
- Load financial statements and tax returns into Bank software within established expectations
- Update personal financial statement and personal tax return spreads
- Initiates Lender Annual Reviews and new credit write-ups utilizing established templates
- Import loan and deposit information within Bank software

**ACTIVITIES AND HONORS**

- UW Platteville Distance Education Board Member  
  Dec 2021 – Present
- ATD Publication: How Leaders Can Influence the Psychological Well-Being of Employees Impacted by Change  
  Oct 2021 – Dec 2021
- Seminar Research: Project success: Understanding the human dimensions of project management (UW System Minds – Publisher)  
  Aug 2020 – May 2021
- Organizational Change Leadership Graduate Counsel Student Representative  
  Aug 2019 – May 2021
- UW-Richland Symposium Speaker (Organizational Managerial Change Impact)  
  March 2019 – April 2020
- Erroll B. Davis Academic Achievement Award-UW System Student of the Year  
  Oct 2018 – Nov 2018

**ADDITIONAL SKILLS**

- Retail Management/Supervisory (3 years)
- Project Lifecycle Management/Change Management
- Software Development Lifecycle (SDLC)
- SharePoint Administrator: software management, creating and configuring new sites, workflow streamlining
- Advanced knowledge of project management methods, tools and techniques utilizing project management software
- Project management / Software development software: Trello, Jira, Confluence, Smartsheet, Project Insights and Microsoft Projects
- Agile training, coaching and implementation
- Power BI: Data Visualizations