



Angel Diaz

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LinkedIn

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Objective:

I am merging my technical work experience and Technical Project Management knowledge to transition into a Technical Manager role. Graduated from Thinkful's -Technical Project Management academy. I am an experienced leader, ready to work with your firm to add value by delivering products and services on time, within scope and within budget.

Skills:

- Team Collaboration, Agile scrum workflow, requirements analysis, communication management, System Development Life Cycle.
- Excellent analytical skills, problem-solving, troubleshooting, and interpersonal skills.
- Manage changes to project scope, project schedule, and project costs using appropriate techniques.
- Attention to detail and able to work independently and as part of a team, well organized, methodical, and a self-starter.
- Excellent written and verbal communication skills. Strong process and leadership skills to bring business and technical teams together to effectively define and implement change.

Technical Skills:

- Microsoft Office – Word, Excel, Office, PowerPoint, Visio, Microsoft Project, Teams, SharePoint, One Drive.
- Google Workspace – meet, duo, docs, slides, sheets, calendar, drive.
- Project Management tools Wrike, Jira, Asana, and various Enterprise Risk Management software (ERM), quality and bug tracking software, various cost resources and procurement software.

Projects:

- XYZ New Company Website | <https://1drv.ms/p/s!AuFp89y99yt3hxp69-vkQb9f7CrF?e=J19cxv>
- Company XYZ has been growing with a large customer base and now the company leadership would like a professional website set-up.
 - Presented kick off meeting for project
 - Prepared scope management plan for XYZ Company, project charter, requirements management plan, requirements traceability matrix, communication management plan, schedule management plan and stakeholder engagement matrix.

Professional Profile:

CNC Machine Maintenance Supervisor September 2017 - 2020
Haas Automation, Inc. Oxnard, CA

- Facilitated team activities and improved team collaboration
- Delegated engineering prototype projects via Wrike to appropriate skilled technicians
- Attended production meetings, published weekly reports, shop status, and forecasted completion dates
- Updated workflow to decrease downtime from three-plus days to about one day
- Analyzed risks and interpreted issues to management and team members
- Collaborated with management on root cause analysis
- Coaching of the workflow process and growth opportunities for team members
- Wrote and gave yearly performance reviews of team members
- Interviewed and onboarded eight team members

Service Engineer III

Haas Automation, Inc. Oxnard, CA November 2006 - 2017

- Provided technical phone support at Haas Factory that eliminated field services
- Successful field service on Haas machines that retained customer satisfaction
- Awarded 2011 Quality Award in customer service



- Created troubleshooting documents for new company service page

Education:

Thinkful

Technical Project Management

Expect December 1, 2020

- Applied knowledge of project management, release plan, stakeholder management, communication plan, and leadership best practices, leadership statement, team charter.
- Learned collaboration best practices to help, coach, teach and mentor teams to provide quality products, services, and projects.
- Experienced in creating Statement of Work (SOWs), scope plan, project charter, and (EVM)cost constraints effectively to implement projects within time and budget.

Ventura Community College

2017 - 2018

Introduction to Business, Speech, Computer Applications

ITT-Technical Institute Oxnard, CA

2002 - 2004

Associate of Science Degree

Computer and Electronics Engineering Technology