

BERNARD PARSONS C.I.M, C.MGR., PMP

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SKILLS

PROJECT MANAGEMENT

- 10+ years project management experience
- 10+ years IT related experience
- Experience leading technology projects from concept through production management
- Conduct and implement project planning
- Design standard operating procedures
- Risk/ Issue Mitigation / Management
- Change Management / Release Management
- Lead/supervise teams of 4 – 6 members

PROFESSIONAL

- Leadership skills
- Project budgetary control
- Solution architecture, design, and documentation
- User training and support
- ITIL Foundations knowledge
- Knowledge of Web Content Accessibility Guideline (WCAG) 2.0.
- Strategic thinker
- Complex IT solutions/optimization
- Entrepreneurial spirit
- Direct education environment experience
- Full Software Development Life Cycle (SDLC) including Agile and Waterfall

INTER-PERSONAL

- Effective written and oral communicator
- Committed team player
- Self-motivated
- Driven by challenge
- Successfully manage conflict resolution
- Analytical thinker
- High level of integrity
- Negotiate solutions for win-win outcome
- Maintain composure in demanding and stressful situations
- Effectively manage clients both internal and external
- Manage both internal and external teams

TECHNICAL EXPERIENCE

SOFTWARE AND WEB DEVELOPMENT LANGUAGES

.NET, ASP.NET, C#, Visual Basic, Swift, JavaScript, PHP, HTML, CSS, Bootstrap, Visual Basic 6, C, C++, COBOL

SOFTWARE DEVELOPMENT AND SYSTEM DEVELOPMENT METHODOLOGIES

Agile, Scrum, Waterfall method, Prototyping method, Rapid Application Development, Object Oriented Design

SERVERS AND WEB TECHNOLOGIES

WordPress, Server Press, Microsoft Exchange, Microsoft Windows Server 2000 - 2012, Google Apps, Microsoft SharePoint, Microsoft IIS, Apache, phpMyAdmin, LAMP, WAMP

NETWORKING

Linksys, Cisco, D-Link, Juniper Networks, Netgear, DDWRT

DATABASES

Microsoft SQL Server, MYSQL, Microsoft Access, DB2, Oracle

OPERATING SYSTEMS

Microsoft Windows 95-10, Microsoft Windows Server 2000 - 2012, Mac OS X Lion –macOS Sierra, Unix/Linux, AS/400, MS-DOS

APPLICATIONS

Microsoft Office Suite, Microsoft Visio, Microsoft Project, Microsoft Visual Studio, Xcode, BitBucket, Git, Sage Business Vision, Crystal Reports, Intuit QuickBooks, Symantec Suite of Products, Kaspersky Suite of Products, Trend Micro Suite of Products, Adobe Creative Suite, VMware, join.me, Cisco GoToMeeting

PROFESSIONAL EXPERIENCE

Project Manager

January 2021 - Present

Hamilton Health Sciences

- Created comprehensive and realistic project plan
- Maintained and reported progress against approved project plan
- Created and delivered professional and compelling project artifacts
- Forecasted / Planned resource assignment and allocations
- Identified, quantified, and raised potential delays and risks to the project
- Developed / Implemented risk mitigation plans
- Chaired and facilitated engaging, efficient, and effective meetings / working sessions
- Effectively communicated expectations, milestones, and success criteria to all stakeholders
- Managed clear project expectations to all stakeholders
- Conducted lessons learned / project postmortem to ensure improved project success in the future
- Participated in formal procurements and hiring
- Monitored expenditures and regularly reported actuals vs. budget
- Coached, mentored, motivated, and shared knowledge with project team members
- Established, built, and grew relationships that are important to project success

Technical Project Manager

September 2013 – December 2020

KUBRA Data Transfer Ltd.

- Ownership of the entire project lifecycle from initiation through post production support
- Responsible for coordination and completion of project requirements, planning, and resourcing
- Lead project through detailed requirements gathering stage utilizing system and process analysis and workflow integration
- Lead project status meetings with both internal and external stakeholders
- Facilitate meeting minutes, prepare project status reports, manage project planning and scheduling and management of issue and risk logs
- Ability to articulate and negotiate project decisions with all stakeholders
- Identify, log, analyze and manage potential and actual issues and risks, taking corrective action by taking ownership of day-to-day issues and analyzing the impact of such issues to overall project timelines and budget
- Provide the project team with direction and vision, motivating people to perform
- Effective listener, providing feedback and recognizing strengths
- Coordinate and participate in the development of project test plans
- Participate in the planning and coordinating of the change and release management for projects
- Oversee user group training and on-going support

Technical Consultant / Software Developer / Trainer

January 2011 – Present

The Herrington Group Ltd.

- Facilitate business requirement solicitation and validation for accessibility/AODA projects
- Translate user and business needs and creatively and effectively recommend solutions
- Carry out solution design and architecture based on business requirements
- Program custom software and database solutions
- Research, design, and author client training manuals and resources
- Develop curriculum and learning outcomes for software and database solution knowledge transfer
- Deliver client specific training sessions
- Provide ongoing support to client front line and senior level staff to ensure effective and efficient resource utilization

PROFESSIONAL EXPERIENCE CONTINUED

Software & Web Developer / Technology Manager

February 2008 – August 2013

Braemar Building Systems Ltd.

- Program/Maintain custom steel building quoting/e-commerce system
- Design custom file upload application for use with suppliers
- Develop in-house applications including a punch clock/time sheet tracking
- Build Order Entry/Production tracking database application
- Perform application software installations, hardware changes/upgrades
- Provide hardware/software support for 30+ in-house users / 10 users across two remote sites
- Initiate the implementation of an internal help desk system to manage IT requests
- Analyze, Recommend and Manage a hardware refresh and software upgrade for entire company
- Plan, design, develop, implement, and support 3 distinct WordPress websites
- Create a web-based customer self-service site for shipping and mileage calculations

Network / PC Support Technician

November 2006 – February 2008

Canadian Information Systems On-Site Inc.

- Resolve hardware and software help desk tickets to support client base
- Provide support for a wide range of operating systems, networks, LANs / WANs, relational databases, and software application for residential and business customers
- Create, Implement, and support custom software and database applications for both in-house and client use
- Develop, Implement, and support an in-house Customer Information and Management System
- Customize Sage Business Vision data utilizing Crystal Reports
- Create, Configure and Deploy web and mail server hosting for clients using cPanel and WHM

EDUCATION AND PROFESSIONAL DEVELOPMENT

Lynda.com / LinkedIn Learning

2016 to Present

Additional Courses to further my professional development / management skills

McMaster University

2006 to 2012

Bachelor of Technology – Computing & Information Technology

Mohawk College

2001 to 2005

Software Engineering Co-op Diploma

St. Thomas More C.S.S.

1996 to 2001

OSSD (Honours)

PROFESSIONAL DESIGNATIONS

Charter Manager (C.Mgr.)

2021 to Present

Project Management Professional (PMP)

2020 to Present

Certified in Management (C.I.M.)

2017 to Present

ASSOCIATIONS

Knights of Columbus Council 9300 – Member / Executive Member

2006 to Present

Santa for Seniors – Co-Chair

2006 to Present

St. Patrick's Parish – Social Committee Chair

2008 to Present

Member of the Project Management Institute

2009 to Present

Knights of Columbus Council 9300 – Grand Knight / District Warden

2015 to 2018

Member Canadian Institute of Management

2016 to Present

REFERENCES AVAILABLE UPON REQUEST