



Ed Lively

Ed is a highly skilled trainer and consultant with extensive project management experience and interpersonal skills across several industries. His broad level of experience includes operations, information technology, corporate finance, and process improvement. He excels in team building, budgeting, scheduling, and training team members. Ed is enthusiastic with exceptional organizational and communication skills.

Professional Experience

International Institute for Learning (IIL), 2005 – Present

Senior Consultant and Trainer.

Teaches Microsoft® Project/Project Server 2003-2013, Project Management Fundamentals and Certificate Programs, Managing Multiple Projects, Program Management, Portfolio Management, Project Management Office, Accounting & Finance for Project Managers, Negotiation, Presentation Skills, Conflict Resolution, Emotional Intelligence, and many other relationship-building classes

Facilitates workshops to improve practices within organizations

Consults with companies that are leaders in their industry to develop project management methodologies, project management offices (PMO), and training programs

Delivers presentations to various groups including the Microsoft® Project Users Group (MPUG) on Microsoft® Project 2013

Harcourt, San Antonio, USA, 1999 – 2005

Senior Director

Implemented and deployed Microsoft® Project Server 2003 in the enterprise

Served as project manager on a company initiative to institute world-class project management and support systems

Created Information Technology and contract services PMOs

Built assessment technology solutions team responsible for new product development

Awarded patent for relational database design used to produce new products

Mexican American Unity Council, San Antonio, USA, 1995 – 1999

Chief Financial Officer (CFO).

Managed accounting and property management departments which included nearly fifty employees

Evaluated and implemented changes to risk management program

Successfully negotiated a settlement with the Texas Attorney General's office

Education

Masters of Business Administration (MBA) in Finance, Texas Tech University

Publications

Dynamic Scheduling using Microsoft® Office Project 2007, 2010 and 2013 versions with Rodolfo Ambriz

Summary

Certifications

PMP, APMC, MCT, MCTS, MCITP, MCSE, CSM, Microsoft Specialist

Languages

English

Expertise

- Microsoft® Office Project and Project Server
- Project management and Leadership skills Training

Industry Background

- Banking and Finance
- Commercial Real Estate/Construction
- Information Technology
- Publishing
- Non Profit
- Securities
- Accounting

Major Skills

- MS Project
- Management course delivery
- Negotiation, Conflict Resolution, and Presentation Skills
- PMO implementation

Country of Residence

United States